



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 24th INFANTRY DIVISION (MECH) and FORT RILEY  
FORT RILEY, KANSAS 66442-5000

REPLY TO  
ATTENTION OF

AFZN-GT-MB (500)

Date:

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FORT RILEY Power Projection Platform Information Guide

1. References:

a. FORSCOM Mobilization and Deployment Planning System (FORMDEPS) Volume I dated 15 April 1998, Volume III dated 15 July 1999, and Volume IV dated 1 August 1991.

b. Fort Riley Mobilization Plan (FRMP), 1 December 1999.

c. Fort Riley Installation Deployment Support Plan (IDSP), 10 October 1995.

2. The enclosed document supersedes Fort Riley Mobilization Station Information Guide, 1998-1999, and is effective through October 2000.

3. Supplements to this document will not be published without approval of the Commander, Fort Riley, ATTN: AFZN-GT-MB, Fort Riley.

4. This document will be continually reviewed and changes issued as necessary. Users are requested to submit recommended changes on DA Form 2028, Recommended Changes to Publications and Blank Forms, to Commander, Fort Riley, ATTN: AFZN-GT-MB, Fort Riley, Kansas 66442-6516.

5. POC for the Information Guide is Mrs. Pat King, (785) 239-3674 or DSN 856-3674

Encls

Larry M. Brom  
Colonel, Armor  
Garrison Commander

AFZN-GT-MB

SUBJECT: Fort Riley Power Projection Platform Information Guide.

DISTRIBUTION:

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CDR, 88th RSC, Mobilizing Units

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CDR, 99th RSC, Mobilizing Units

CDR, TSB 3<sup>rd</sup> Battalion, 75<sup>th</sup> Division

TAG, 244<sup>th</sup> Theater AV

TAG, Illinois, Mobilizing Units

TAG, Iowa, Mobilizing Units

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TAG, South Dakota, Mobilizing Units

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Recommended changes/additions/ suggestions should be entered on DA Form 2028 (Recommended Changes to Publication and Blank Forms) and forwarded directly to Commander, HQ, Fort Riley, ATTN: AFZN-GT-MB, Fort Riley, Kansas 66442-6516, or Electronically Mailed to AFZNGTMB@RILEY.ARMY.MIL

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## Chapter 1 BASIC PLAN

1. GENERAL. This Power Projection Platform Information Guide is provided to complement Volume III (Reserve Component Unit Commander's Handbook (RCUCH), of the FORSCOM Mobilization and Deployment Planning System (FORMDEPS).
2. PURPOSE. This guide is intended to assist Reserve Component (RC) Unit Commanders and their staffs in pre and post mobilization planning for mobilizing at Fort Riley.
3. SCOPE. Specific actions involving coordination between mobilizing RC units and Fort Riley are addressed in this guide. It is not all inclusive of actions necessary for mobilization planning and execution. The Reserve Component Unit Commanders Handbook (RCUCH) provides a more detailed explanation of policies and procedures for mobilization.
4. APPLICABILITY. Guidance and instruction contained herein apply to RC units designated by FORSCOM to mobilize at Fort Riley. Portions may also apply to mobilizing RC units for which Fort Riley is the supporting installation (SI).
5. COORDINATION. Unit coordination with installation support agencies may be direct. When necessary, additional assistance may be obtained by contacting the Mobilization Plans Division, Commercial (785) 239-3674/0850 or DSN 856-3674/0850. Mailing address: HQ Fort Riley, 808 Marshall Ave ATTN: AFZN-GT-MB, Fort Riley, Kansas 66442-6516. Fort Riley will coordinate through the State Adjutant Generals (TAG), or Regional Support Command (RSC) regarding their RC units.
6. COMMAND AND CONTROL. Upon arrival at Fort Riley, command and control of mobilized units passes from 5<sup>th</sup> Army to the Commander, Fort Riley, and is retained until deployment orders are published. 1<sup>st</sup> Troop Battalion (GSU) will serve as the contingency command and control element for separate companies, detachments and other units as directed. 1<sup>st</sup> Troop Battalion will coordinate with the installation staff for training, logistical, and administrative support to the mobilized units.
7. INSTALLATION SUPPORT AGENCY DUTY HOURS. Upon mobilization, duty hours may change according to need. Therefore, no duty hours are included in this guide.
8. DOCUMENT DISTRIBUTION. This guide and its associated mobilization packet will only be forwarded to the largest mobilizing entity which travels with organic units to this installation. Headquarters, FORSCOM defines a unit as "a force structure element that moves from a single or consolidated geographic location to a mobilization station /site. Companies /batteries organic to a higher headquarters which move with their headquarters to Fort Riley will not receive mobilization packets.

9. State Area Commands (STARCS), Regional Support Commands (RSC), and Major U.S. Army Reserve Commands (MUSARCS) are encouraged to submit lists of organic companies / batteries which will move independently of their parent unit to Fort Riley. These units will receive this mobilization packet. Send request to Commander, Headquarters, Fort Riley, ATTN: AFZN-GT-MB, Fort Riley, Kansas 66442-6516 or call one of the numbers listed in Chapter 1 Section 5.
10. This document will be revised, published, and distributed electronically, on an annual basis.
11. Conflicts with other guidance/directives/regulations should be identified and resolved with the Mobilization Plans Division, Fort Riley.



## Chapter 2 PREPARATORY

1. **PURPOSE.** This chapter describes pre-mobilization actions which support RC unit movement, reception, and in-processing at Fort Riley.
2. **GENERAL.** The preparatory phase consists of ongoing actions that are required or recommended for completion prior to mobilization.
3. **Schedule for Reserve Component Power Projection Platform visits / Conferences (FY2000)**
  - a. We encourage you to choose one of the scheduled dates listed below or make alternative arrangements by contacting:  
  
Commander  
Headquarters, Fort Riley  
ATTN: AFZN-GT-MB  
Fort Riley, Kansas 66442-6516
  - b. Phone: Commercial (785) 239-3674 or DSN 856-3674/0850
  - c. **SCHEDULED DATES.**  
  
21 October 1999  
21 January 2000  
14 April 2000  
21 July 2000  
21 October 2000
  - d. **LOCATION AND TIME BRIEFING.** Briefing will begin on the above dates at 0830. Attendees please sign in NLT 0815. Briefings will be in Building 808 on Marshal Army Airfield. Call NLT 14 days prior to the scheduled visit date to provide Fort Riley Mobilization Plans NCOIC with your unit's name, UIC, rank, and names of attendees The NCOIC will provide any last minute changes at that time.
  - e. **UNIFORM.** Military - Duty Uniform  
Civilian - Appropriate Attire
  - f. **TRANSPORTATION.**  
  
(1) We recommend you either drive to Fort Riley or get a rental car upon your arrival. Installation Transportation assets are limited during duty hours and are not available after duty

hours.

(2) Rental cars may be obtained at the Manhattan Airport, about six miles from Main Post.

(3) If you intend to fly by military aircraft, we recommend you land at Manhattan Airport where you can rent a car.

g. QUARTERS AND RATIONS.

(1) Government quarters and rations (at no cost to the individual) are generally not available.

(2) Call the Fort Riley Billeting Office at (785) 239-2830 for reservations. There are a limited number of guest quarters available at a nominal charge. The Billeting Office will issue a statement of non-availability if no quarters are available.

(3) There are several hotels/motels in both Manhattan and Junction City.

(4) TDY personnel electing to eat in the Main Post Dining Facility (Building. 404) are charged the surcharge.

h. RECORDS/INFORMATION. Unit representatives are required to bring the most recent of each of the following records /information and be prepared to discuss each in detail:

(1) Prior to the liaison visit USAR units are to submit their CLAS data via modem or disk to the installation MOBLAS computer (see Tab A Chapter 2).

(2) National Guard units should transmit their data through script files. (see Tab A Chapter 2).

(3) MTOE.

(4) Ammunition Basic Load (ABL) (DA Form 581).

(5) Automated Unit Equipment List (AUEL).

(6) PTSR , TAM and other training support requirements.

(7) METL.

(8) Unit Movement Data - Strip map, DD Form 1265 (Request for Convoy Clearance and/or Commercial Transportation Requests (DD Form 1266).

(9) Mission Statement.

(10) Unit commanders NBC Equipment Inventory Checklist (Tab A to Annex I)

(11) Any other records and/or reports pertinent to desired in-depth discussion of mobilization planning and subsequent movement to mobilization station, training, and deployment.

i. ORDERS.

(1) Should reflect security clearance. A minimum clearance of Secret is required.

(2) Billeting requires orders to process statement of non availability.

4. MOBILIZATION STATION (MS) RC UNIT INFORMATION BOOK REQUIREMENTS.

The Mobilization Plans Division at Fort Riley maintains an information book on each RC unit scheduled to mobilize at Fort Riley. Each RC unit having Fort Riley as its MS is requested to provide the following documents to the Mobilization Plans Division, Fort Riley, as updates /changes occur:

a. Mission Statement.

b. Modified Table of Organization & Equipment (MTOE).

c. Post Mobilization Training & Support Requirements (PTSR).

d. Training Assessment Model (TAM).

e. Unit commanders NBC Equipment Inventory Checklist (Tab A to Annex I).

f. Ammo Basic Load (ABL) (DA Form 581).

g. Automated Unit Equipment List (AUEL).

h. Convoy information: (DD Form 1265 and /or 1266), or unit Road March Table.

i. Mission Essential Task List (METL).

5. MS INFORMATION PACKET. The Fort Riley Mobilization Station Packet will be distributed to units when they come for their Mobilization Station liaison visit. It includes the following:

a. Fort Riley Power Projection Platform Information Guide.

b. Mobilization Cell Planning Directory.

- c. Topographic Map, DMA Stock # V778S FT RILEY MIM,
- d. Fort Riley Information Map.
- e. Fort Riley Staff Directory.
- f. G4 Directorate of Logistics Unit In-processing Handbook.
- g. Army Community Service Information Handbook.
- h. Fort Riley Ammunition Supply Point (ASP) Standard Operating Procedures (SOP).

## **MOBILIZATION LEVEL APPLICATION SOFTWARE (MOBLAS)**

1. POC: Mobilization Plans Assistant, Mob Plans Div., DPTM

VOICE: 785-239-0850, DSN 856-0850

FAX: 785-239-3701, DSN 856-3701

E-MAIL: AFZNGTMB@Riley.Army.Mil

2. PURPOSE. To provide procedures for transmitting unit data electronically to the PPP.

3. GENERAL. Providing the PPP with the required unit data will expedite accessioning, Soldier Readiness Processing (SRP), and logistical processing. This will allow the PPP mobilization planners to analyze and disseminate the information to the installation functional proponents. Units can call the Fort Riley MOBLAS computer 24 hours a day to submit their data. If you have problems call the MOBLAS POC listed above (business hours M-F 0730-1630 CST, 24 hour operations only during mobilization.).

4. PROCEDURES.

a. In order to ensure the integrity of functional systems and maintain current data, each unit will be required to submit their data semi-annually during Phase I, and prior to making a Mob Station Liaison Visit. A schedule for transmission has been sent to all RSC's and TAGS.

b. The phone number to send data to is available from the MOBLAS POC listed above.

c. During an actual mobilization, the data will be required on the day following M-Day.

d. ARNG units.

(1) ARNG units need to contact their STARC or TAG and request the data files.

(2) There are four data file formats MOBLAS receives: SIDPERS data, Authorization Document data, other personnel data required for readiness processing, and a Unit Level Logistics System - S4 (ULLS-S4) file. These files will need to be put in an ASCII flat file format. The Record Layouts required for this have been provided by FORSCOM to the STARC's and TAG's.

(3) The first three files are identified with "X"s where the mobilizing units UIC's should be identified (As an example, the medical file shows **XXXXXXcd.dat**). Substitute the units UIC to form the following name **W93ZAcd.dat**.

(4) The ULLS-S4 file is obtained from the Standard Property Book System (SPBS) computer and maintained by the Property Book Officer. Unit hand receipts are downloaded when you select “**Prepare HR to Floppy**” from the menu. Once you have completed the download, your floppy disk contains a file identified as **ALV09PDP.new**. Rename the file as contained above to **W93ZAADP.dat**.

(5) Once the four required files are created in the proper format, then submit to the PPP using the File Transfer Procedure (FTP) in your communication software. Alternate methods of transmittal are Mail the files on a 3.5" floppy disk or attach the files to an E-mail and send to AFZNGTMB@Riley.ARMY.MIL.

(6) USAR units.

(7) Create CLAS Mobilization Station Transactions for the PPP.

(a) From the CLAS Main Menu select **MOB**.

(b) From the MOB Menu select **Create Mobilization Station Transactions**.

(c) From the unit Selection Menu select the **UIC** of the unit to be transmitted.

(d) The software will then extract the data and address it for transmission to the PPP. The system will then return to the menu.

(8) If you have multiple UIC's that are transmitting, repeat steps 1 through 4 for each unit.

(9) Transmit the units data to the PPP.

(a) From the CLAS Main Menu select **COMMO**.

(b) From the Communications Menu select **Transmission Procedures**.

(c) From the Send Manual Transmission Menu select **MOBSTA**.

(d) On the next screen you should have the generated files displayed for each UIC you selected. At this screen press the **F6 Key**.

(e) On the next screen type the **MOBLAS modem phone number** and any prefix's and suffix's normally required to make the telephone connection. Then type a **T or P** as required in the dial type field and then press the **Enter Key**. The system will then call the MOBLAS machine at the PPP, transfer the data, and return to the menu.

## 5. KNOWN PROBLEMS.

a. If you are using the CLAS version 5.01.11 the mobstation transaction will not work unless you have the BFTMS software installed, and you have BFTMS database files in the BFTMS directory. A working solution is to copy blank database files into the BFTMS directory on the CLAS machine. These files are available from the Mob Plans office at Fort Riley.

b. The current versions of MOBLAS will not receive data from the ARCAS, pending solutions from FORSCOM.

## Chapter 3 MOBILIZATION IN PROCESSING AND RECEPTION

1. PURPOSE. The purpose of this chapter is to provide guidance in completing requirements for in-processing and reception at Fort Riley, Kansas.

### 2. GENERAL.

a. Upon alert notification, unit should notify the Fort Riley Operation Center at DSN 856-2222 or Commercial 785-239-2222 and provide the information in the alert order. The Mobilization Plans Division will contact unit to coordinate advance party arrival time and composition. See Advance Party Checklist at Annex B for additional guidance.

b. Once the unit is alerted and activated, advance party soldiers must make decisions in the areas of command, personnel, administration, training and logistics. It is recommended that the Commander come as part of the advance party.

c. Advance party soldiers will report to the mobilization in-processing site, Building 808, Marshal Army Airfield. In-processing of the advance party records and coordination will be completed with installation support activity representatives in the Mobilized Unit In-processing Center (MUIC). The MUIC inprocessing procedures will be completed within four to eight hours after arrival of the RC unit advance party.

d. FORSCOM Regulation 500-3-3 (RC Unit Commanders Hand Book) (RCUCH) Annex G, specifies all mobilization documents required to be brought to the PPP. Information for the Initial Mobilization Station Activities Checklist, Table 3-1 of the RCUCH, is at Annex C of this document.

e. Convoy information is addressed in Annex K of this guide.

f. Main body and trail party soldiers will be in-processed IAW the Fort Riley Mobilization Plan, Annex E, Appendix 1. Units will be given specific guidance upon arrival at Fort Riley.

### 3. ADVANCE PARTY RESPONSIBILITIES.

a. Advance Party Composition. Mobilizing unit commanders must ensure that their advance party personnel are knowledgeable and can provide the information required. Although one person may fill several roles, the following is the recommended advance party composition.

(1) Personnel Officer / NCO or someone with the knowledge and capability of determining accuracy of unit SIDPERS and other personnel data.



(2) Training Officer / NCO or someone knowledgeable regarding unit training status and training support requirements.

(3) Supply Officer / NCO

(4) NBC Officer / NCO

(5) It is recommended that the Unit Commander accompany the Advance Party. If not, the Officer / NCO in charge of the advance party must be empowered with authority to speak / act for the unit commander and make decisions.

b. Advance Party will report to Building 808, Marshall Army Airfield, Fort Riley, Kansas at date/time specified by Fort Riley Mobilization Plans Division.

c. The advance party will bring the unit's MPRJ, DA Form 201, Personal Finance Records (PFR), DA Form 2356, dental records, medical records, and other information specified in Forscom Reg. 500-3-3 annex G to the advance party in-processing site. The personnel, medical, and dental records should be separated prior to arrival. **Updated, accurate, and complete documents are necessary in order to expeditiously inprocess the unit.**

d. Family Support. Advance Party should bring name and phone number for Family Support Group Point of Contact that will be available to assist deploying soldiers' family members.

e. Pay: Commanders must submit a list of individuals who need casual pay. Needs must be verified. Not all soldiers will be authorized to draw casual pay. The list must be provided to the RCPSO prior to arrival so funds can be sent to the soldiers pay account via electronic funds transfer. Refer to Chapter 5 of this document.

f. Training: This station consists of a team comprised of members of the MAT (Mobilization Assistance Team from the 3<sup>rd</sup> Brigade 75<sup>th</sup> Division (TSB)), the 1<sup>st</sup> Troop Battalion of the GSU (Garrison Support Unit), Post Chemical, and a representatives from G3 scheduling. This team will review all training documents, determine initial readiness status, schedule required training events such as ranges, develop collective training outlines, and finally write and publish the post mob training schedule. The completion of some of these tasks may require additional coordination with the unit commander after the MUIC.

g. NBC Equipment Inventory (see Annex I). Completing this inventory before reporting to mobilization station will allow the unit to accomplish cross leveling actions with sister units and higher headquarters at home station. Thereafter, the unit can readily identify CDE shortages for requisition. Bringing this completed inventory with the Advance Party to mobilization station will potentially save the unit 3-5 days turn around time for fill of those requisitions.

h. Medical Records. Upon arrival, the advanced party will furnish the completed checklist at Tab A to Annex F. The advance party must bring all of the unit's personnel medical records to the Mobilization Station. An initial screening will be done prior to main body arrival. Soldier Readiness Processing (SRP) appointment will then be set based on the record assessments.

i. UNIT STATUS REPORTS (USR's): Logistics and Training portions of the unit USR are to be updated and brought to the MUIC by the Advance Party. The Personnel portion of the USR does not need to be updated. Commanders must submit an updated Unit Status Report to MUIC personnel within 24 hours after arrival of the advance party at Fort Riley. Global Command and Control System (GCCS) input will be controlled by the FROC.

j. Commanders will ensure that any change in the unit's personnel, equipment on-hand, equipment readiness, or training is reported to the appropriate MUIC Point of Contact (POC). Report via STU III (Secure), telephone 9-9142 or courier. See AR 220-1 and FC Supplement 1, to AR 220-1.

k. Initial unit coordination will be conducted which will include:

- 1) Billeting locations.
- 2) Supporting unit/host (if applicable).
- 3) Time schedule for personnel in-processing.
- 4) Convoy routes, timing and Provost Marshal support.
- 5) Changes to unit movement plan.
- 6) Mess/Ration and supply points.
- 7) Situation update.
- 8) Security requirements (be prepared to furnish copy of activity access roster to the Security Division representative).
- 9) Initial assessment of unit readiness.
- 10) Training, Personnel, and Logistics requirements.
- 11) Preparation of a unit training schedule.
- 12) Transportation Motor Pool (TMP) requirements.
- 13) Finance Support

l. The advance party will meet the main body convoy at the pre-selected location and guide the unit to its assigned billeting area.

m. The Fort Riley Operations Center (FROC) in Building 500 must be provided with a convoy closing report. The convoy closing report will be telephonically transmitted by the unit to the Fort Riley Operations Center at 239-2731/8271 NLT 1 hour after main body arrival.

4. ADVANCE PARTY IN-PROCESSING PACKET. The checklists at Annexes B, C, E, F, I, and the information contained in Annex D (LOGISTICS CHECKLIST) of this guide, in conjunction with Annex G of the RC Unit Commander's Handbook, provide detailed guidance for initial unit in-processing requirements. Identified information should be brought to Fort Riley by the advance party. In addition to the above, the following need to be brought:

- a. Your unit message address for message traffic.
- b. Clearance and signature cards (DA Form 1687) for message pick up.

***TAB A    MOBILIZATION IN-PROCESSING & RECEPTION RC UNIT  
RESPONSIBILITIES.***

1. PURPOSE: To provide administrative guidance to mobilized RC unit commanders on in-processing procedures.

2. OBJECTIVE: To provide unit commanders with assistance and support necessary to accomplish accession onto active duty.

3. RESPONSIBILITIES: The Mobilization Plans Division, is responsible for Coordinating Reserve Component units active duty accession. Telephone: 9-3674/0850. Commercial (785) 239-3674/0850

4. GENERAL POLICIES: Although no longer required to be maintained by regulations, units are encouraged to continue to maintain the personal mobilization packets (PMP). **The information contained in the PMP will be required upon mobilization.**

5. GENERAL INSTRUCTIONS:

a. MAIN BODY IN-PROCESSING:

1) Unit personnel will report as directed by Mobilization Plans Division for main body in-processing.

2) Unit commanders will report with ALL unit personnel who accompanied the unit to Fort Riley. No other duties or appointments will be scheduled for unit personnel during the Main Body In-Processing Time. The unit must be configured in platoon order. The Commander and his designated key personnel will be first in the in-processing order, followed by platoons in order. Each platoon must be under supervision of a platoon leader (Officer/NCO) and platoon sergeant.

3) Unit Clerk: The unit clerk will provide and use a by-name roster of the unit personnel to ensure that each soldier is present for in-processing.

4) Unit's 201 files, Personal Finance Record (PFR), and medical records will be transferred for the unit to the SRP site on the date in-processing is to be accomplished..

5) Soldiers will arrive at the SRP/Inprocessing site with all documents i.e. Birth certificates, marriage license, family care plans, etc necessary for legal, finance, and DEERS processing as required. See Chapter 5, ( Finance) page 5-2, Paragraph 4 and Annex E for specific documentation requirements.

a. MAIN BODY IN-PROCESSING STATIONS:

1) ID Card/DEERS: In groups designated by AG, unit personnel will complete applications for ID tags and ID cards. Those soldiers who have dependents will also update DEERS data. DD Form 2A, the green active duty ID Card, will be issued to all unit personnel.

2) MEDDAC: Unit personnel will receive required immunizations, a complete medical screening, and will update their medical histories. Those soldiers who wear eyeglasses will be screened by Optometrists. Individuals without prescriptions will be tested and prescriptions written on-the-spot. (MEDDAC will retain possession of all medical records.) See annex F.

3) ARMY COMMUNITY SERVICES (ACS): Unit personnel will be briefed on family services and activities available at Fort Riley. Each soldier will be given written information on family assistance at Fort Riley and at home station. Family Care Plans will also be cross checked. Soldiers will be queried for existence of Exceptional Family Members.

4) RECORDS: Unit personnel's 201 files will be screened to ensure that personal data and casualty documents are correct and updated.

5) STAFF JUDGE ADVOCATE (SJA): SJA officers will assist soldiers in preparing tax documents, powers of attorney, and wills, if necessary.

6) FINANCE: Finance personnel will screen finance records to determine proper pay due each soldier based on rank and time of service. Finance will bring all documentation up-to-date and prepare necessary documentation for all changes desired by the soldier. Chapter 5, Page 5-1, of this info guide has more details.

7) DENTAC: Each soldier will process through the DENTAC station. At this station, soldiers will complete and update dental records, and, at a time determined by DENTAC, be bussed to a predetermined dental clinic for a dental screening examination. DENTAC will issue each soldier his individual dental records prior to this examination. When dental examination is completed, DENTAC will collect dental records and store them at a dental clinic to be determined by DENTAC.

8) CHAPLAIN: This is an optional station for soldiers who are in need or request religious information.

c. LEADERSHIP RESPONSIBILITIES:

1) Commanders will direct platoon leaders and Platoon sergeants to ensure that each soldier in their platoons complete the all SRP stations:

2) Unit commanders will report to Main Body In-processing with ALL unit personnel who accompanied the unit to Fort Riley. No other duties or appointments will be scheduled for unit personnel during the main body in-processing time. The unit must be configured in platoon order.

The Commander and his designated key personnel will be first in the in-processing order, followed by platoons in order. Each platoon must be under supervision of a platoon leader (Officer/NCO) and platoon sergeant.

3) Unit commanders should make every effort to become self-sufficient immediately after unit main-body in-processing. Commanders should request the support that is required for training and operations only through their Fort Riley Host Unit.

4) Unit commanders must ensure that military vehicles are used for official military business only.

(a) In the event military vehicles are used to transport personnel to the commissary or post exchange, commanders should comply with the following:

(1) Personnel should be transported in groups only.

(2) Personnel should be under supervision of an Officer or NCO.

(3) Drivers will drop soldiers off in front of the post exchange/commissary and then move the vehicle to the outer parking area. Drivers will stay with the vehicle at all times.

(b) Commanders will ensure that military vehicles are not used for transporting personnel to restaurants, bars, or public businesses. In the event a military vehicle must be used to transport an individual or groups of personnel to conduct official business off-post, commanders will comply with the following:

(1) Personnel will be transported only to designated place of business.

(2) Personnel will be under control of an Officer or NCO.

(3) Driver will stay with vehicle at all times.

## Chapter 4 PERSONNEL AND ADMINISTRATION

1. GENERAL. The Fort Riley installation AG has primary staff responsibility for implementation and execution of the military personnel management program for mobilization.

2. MOBILIZATION LEVEL APPLICATION SOFTWARE (MOBLAS). USAR units are required to ensure CLAS/MOBLAS data is updated and transmitted to Fort Riley prior to departure from home station. NG Units' STARC headquarters are encouraged to provide file formats required to input data into MOBLAS. This data will be verified and used to access individuals into SIDPERS-AC and conduct Soldier Readiness Processing more efficiently. See Tab A to Chapter 2 for MOBLAS submission instructions.

3. RCU CHAPLAINS. Chaplains serving in mobilized units are advised to bring with them all items of TOE authorized equipment, consecrated (sacramental) ecclesiastical items authorized by CTA and chaplain kits in their possession when reporting to Fort Riley. Chaplains can expect to serve personnel beyond their own military unit upon arrival at Fort Riley.

### 4. MEDICAL

- a. Medical credentials must be provided

### 5. FAMILY MEMBER SUPPORT.

a. RC unit personnel are NOT to bring family members to the mobilization station, as quarters and facilities will not be available.

- b. Family assistance will be available from one of three sources:

- (1) Army Community Services at Army installations.

- (2) The State Area Commander (STARC) of the National Guard.

- (3) Reserve Component Family Assistance Center (RSC auspices).

c. In the event of a major mobilization, the Fort Riley Directorate of Community Activities will establish and exercise operational control of a Family Assistance Center at Fort Riley, providing a full range of information and referral, relocation, financial assistance, counseling, and child care services which are accessible on a 24-hour-a-day basis.

d. The Family Assistance Team (FAT) will be identified and will consist of representatives from the following: Staff Judge Advocate (SJA), Public Affairs Office (PAO), MEDDAC/DENTAC, Chaplain, DOL (Transportation), Army Community Services (ACS), Army

Emergency Relief (AER), Community Life Office, American Red Cross (ARC), Provost Marshal (PMO), Finance and Accounting (DMPO).

6. PRIVATELY OWNED VEHICLES. RC personnel are not authorized to bring POVs to this installation during mobilization. Unauthorized vehicles will be disposed of IAW AR 190-22.

7. PRIVATELY OWNED WEAPONS. RC personnel are not authorized to bring POW's to this installation during mobilization. Unauthorized privately owned weapons found at Fort Riley will be disposed of IAW AR 190-22.

8. MEDICAL SUPPORT. Medical care will be provided at the support unit Troop Medical Clinic (TMC) through normal sick-call procedures.



## Chapter 5 FINANCE

1. GENERAL. The Defense Military Pay Office (DMPO) has responsibility for implementation and execution of the military finance program at Fort Riley during mobilization. Provided below are basic administrative responsibilities of mobilized RC units and the installation in regard to installation funding support of these units.

### 2. POINTS OF CONTACT.

- a. Points of contact during duty hours (0730-1630).
- b. Military pay and checks for unit expenses will be dispersed by Operations in OPLOC-Lawton, Fort Sill OK. Defense Military Pay Office will transfer requests to Lawton for funds.
- c. Points of contact during non-duty hours (1630-0730).
- d. Military pay and checks for unit expenses. Call DSN 856-4383 or Commercial (785) 239-4383. During non-duty hours the CQ will notify the FAO on-call officer of Military Pay Disbursing Operations.

3. FINANCE IN-PROCESSING. Advance preparation or data collection of the following items is recommended:

- a. JUMPS - Army Pay Election, DA Form 3685-R (as required). Upon mobilization, the only pay options available are "Sure-Pay" or "Accrual".
- b. JUMPS - Allotment is not available to reserves. Any allotment must be through a civilian financial institution
- c. Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ), and/or Variable Housing Allowance (VHA), DA Form 5960 (as required). Must furnish copies of housing expenses (mortgage agreement, receipts for rent, insurance, taxes, etc,) with DA Form 5960 for VHA authorization. Utilities have a built in factor; receipts are not required for these expenses.
- d. Application for Basic Allowance for Quarters for Members with Dependents, DD Form 137. This form is used when claim must be submitted to Defense Finance and Accounting Service - Indianapolis for determination.
- e. TD Form W-4.

f. Name and address of bank plus a personal check, deposit slip, or bank statement from the checking account (to start/change direct deposit of pay). JOINT BANKING ACCOUNTS SHOULD BE ESTABLISHED PRIOR TO MOVEMENT, WHEN APPLICABLE.

g. SF 1199A to start/change direct deposit of pay.

h. Original or certified copy of applicable marriage certificate, family member birth certificates, adoption papers or divorce decree (for pay purposes).

i. Commander's Finance Checklist is at Annex E.

#### 4. PAYING AGENT INSTRUCTIONS

a. Any RC unit needing assistance may contact the Reserve Component Pay Support Office; Commercial (785) 239-6452 or DSN 856-6452.

b. REFERENCES:

(1) Department of Defense Financial Regulation, Volume 5, Chapter 3.

(2) FR 14-8, Paying Agent Officers.

(3) FORSCOM Mobilization and Deployment Planning System (FORMDEPS), Volume III, Part 3 (Unit Commanders Handbook).

c. You have been appointed a Paying Agent by your unit commander under the provisions of AR 37-103 for the purpose of making payments specified in your appointing orders. It is necessary that you read and understand these instructions, Annex B of Forscom reg. 500-3-3, before you perform duties as a Paying Agent.

d. You will receive funds from the Defense Military Pay Office to cover the cost of authorized unit expenses. Examples of authorized unit expenses are listed in Annex B to reference 4.c above. The funds will be provided in the form of treasury checks which have been made payable to you, the Paying Agent, by name. To avoid holding excessive cash, you will cash the checks only as funds are needed. Your endorsement on the check will be followed by the words "Class A Agent at (home station)". Cash as well as the checks must be safeguarded.

e. Checks will be furnished to you by mail or by other means based upon prior coordination between this office and the unit commander. Once your Agent appointment is received with a request for checks, the checks will be forwarded with the DD Form 1081 (statement of Agent Officers Account). You will receipt for the checks by signing the "ON ADVANCE" block of the DD Form 1081 and return the original signed copy to the DMPO as soon as possible.

f. As a Paying Agent, if you have not received the checks within 5 work days after mailing your request for check advance, you notify the DMPO immediately by the most expeditious method available. Action will be taken to provide funds to you.

g. DD Form 1081 will accompany each check advance received by you. Any balance outstanding on previous advances will be carried forward on line 1 to DD Form 1081. Line 12 will reflect the total funds in the hands of the Paying Agent. You will immediately sign and return the original DD Form 1081 to the DMPO. Normally, a single return of funds will be made upon arrival at the mobilization station. When making interim returns, you will submit DD Form 1081 in duplicate. With each interim DD Form 1081 submitted, you will attach the following:

(1) Original and one copy of receipt bills for supplies and services purchased.

(2) Original SF 1034 signed by you and two carbon copies (SF 1034a) for each receipt bill. If more than one purchase is made from the same vendor, an original SF 1034, signed by you and two carbon copies will suffice for all receipt bills from that particular vendor.

h. Within 24 hours after arrival at the mobilization station, you will make your final return of funds to the DMPO either in person or by mail. Un-cashed treasury checks will be endorsed payable to the Treasury of the United States and will be returned in addition to any unexpended cash from other checks. All paid bills will be processed on an SF 1034 as outlined in paragraph 6 above. After verification that the amount of paid vouchers (SF 1034) and cash returned is in agreement with the amount of funds advanced, the FAO will place and "X" in the "on return" section of the DD Form 1081, insert the date and acknowledge receipt by signing the form. The signed duplicate will be furnished you as evidence that you have cleared your Paying Agent account.

i. Assistance may be requested from this office concerning questions or situations not covered in these instructions by contacting the Fort Riley DMPO, DSN is 856-5522, Commercial (785)239-5522.

j. The safeguarding of entrusted cash and checks is a personal responsibility of the Paying Agent and will be adequately provided for at all times. On request of the Paying Agent, the unit commander will be provided armed guards. The number of armed guards required must be based on the amount to be protected, plus distance of and the terrain to be covered, location of the payment point, and type of transportation to be used.

k. At all times when you are working with the funds or while payments are being made, you will be protected by an armed guard. Unauthorized personnel should be excluded from the payment area. Cash and checks must be safeguarded at all times. Unsigned checks will be treated as cash and will not be entrusted to any other person.

l. Funds should be secured in an adequate safe to which only you have access.

(1) File cabinets equipped with three-way combination locks and steel lock bars are not considered adequate protection.

(2) Field safes, when utilized, must be secured to an immovable object and an armed guard must be posted. An armed guard posted to safeguard funds will be thoroughly instructed concerning his responsibilities. Provisions also should be made for frequent checks of the secured area.

m. Paid bills or receipts from vendors must be secured and protected from loss as they are your only proof that payment has been made.

n. The punitive provisions as detailed in the DOTFMR, vol. 5 and Act 25, June 1948, 62 Stat 683, which apply to finance officers apply equally to their agents. Paying Agents found guilty of violation of these punitive provisions may be fined not more than \$10,000 or a sum equal to the amount embezzled, or imprisoned for not more than 10 years, or both. Lesser violations will subject individuals to trial by a competent court.

## 5. RC MOBILIZATION PURCHASING AUTHORIZATION

a. PURPOSE. To provide guidance and policy for implementing and utilization of RC Mobilization Purchasing Authority.

b. GENERAL.

(1) An alternative procedure for making purchases to support mobilization movements to mobilization stations has been authorized by HQ, DA and implemented by HQ, FORSCOM. Specifically, it allows Reserve Component unit commanders to make over-the-counter purchases not exceeding \$2,500 per transaction, using SF 44's. Only those supplies and services required in direct support of the mobilization movement will be approved. Mobilization support includes, but is not limited to subsistence, emergency medical treatment, roadside vehicle repair and similar mobilization movement expenses. Pertinent features are:

(a) Requires receipt of federal mobilization orders requiring movement to a mobilization station.

(b) Requires a determination that procurement support is not readily available from the support installation.

(c) The authority expires upon resumption of procurement support at the mobilization station.

(d) RC commanders may delegate this authority to any commissioned officer/warrant officer (or senior NCO, if officer/warrant officer is not available other than the Paying Agent officer or Property Book Officer under their command.

(e) RC commanders utilizing this procedure are responsible for delivering the original, and all copies of the completed SF 44 (except vendor copy) to the Fort Riley Contracting Officer (AFZN-DE-C) immediately upon arrival at Fort Riley for reporting and payment purposes.

(2) Fund citations to be used on SF 44 will be obtained from the Fort Riley Directorate of Contracting (DOC). DOC can be reached at DSN 856-6441 / 0485, Commercial 785-239-6441 / 0485

(3) Based on the decision of the mobilized unit commander that purchase of goods and/or services is essential for the movement of the unit to the assigned mobilization station, the following procedures will be accomplished:

(a) Ensure, prior to purchase of goods or accomplishment of services, that the vendor will accept the SF 44 as payment.

(b) Enter the required information in the following blocks of SF 44:

1. DATE OF ORDER:

Enter date the order for supplies or services is placed with the vendor

2. ORDER NUMBER:

Assign order numbers in numerical sequence commencing with (1) for the first order

3. PAYEE:

Enter complete name and address (include ZIP CODE) of vendor/seller

4. FURNISH SUPPLIES AND SERVICES TO:

Enter complete name and home station address of unit making the purchase

5. SUPPLIES OR SERVICES/  
QUANTITY:UNIT/PRICE/AMOUNT

Ensure that supplies or services are described in specific terms (e.g., Radiator hose - 2" for (type vehicle) Quantify: 2 ea Unit Price: \$4.90 Amount: \$9.90

6. PAYOR:

Enter the following (if purchase is not paid for in cash by Paying Agent)  
Department of the Army, DFAS, Lawton,  
Fort Sill OK, 73503

7. TOTAL:

Enter the total amount of the transaction.  
The total amount must not exceed \$2,500

8. DISCOUNT TERMS:

Enter applicable discount terms, if any  
(e.g., 2% - 20 days)

9. DATE INVOICE RECEIVED:

If cash payment is made by the Paying Agent at the time of purchase, enter the date of purchase. Otherwise, leave blank and date will be entered by the servicing finance and accounting office when the invoice is received

10. ORDERED BY:

Enter name and title of individual making the purchase. This must be the purchasing designee - either the unit commander or his designee.

11. PURPOSE AND ACCOUNTING DATA:

Enter the purpose of the purchase (e.g., replace radiator hoses on (type vehicle) which burst while enroute to Fort Riley. Coordinate with Paying Agent if cash payment is made otherwise enter the fund citation accounting.

12. RECEIVED BY:

Unit commander or his purchasing designee should sign this block.

13. TITLE AND DATE:

Enter appropriate title (e.g., “Company Commander / “Commanding Officer”) and the date the item is received.

14. PAYMENT RECEIVED:

If cash payment is made by Paying Agent, the payment received block should be completed

PAYMENT REQUESTED

If cash payment was not made and the seller desires to use copy 1 as invoice, the seller should be instructed to complete the "Payment Requested" block and submit the form to the servicing DFAS OPLOC at Fort Sill. If the seller elects to submit his own invoice, he does not sign copy 1, but should attach it, unsigned, to his invoice and submit to the servicing DFAS OPLOC. Also, see copy 2 of SF 44 for instructions to seller.

15. SELLER SIGNATURE AND  
DATE:

The seller signs and dates these blocks if cash payment was received or if he intends to use copy 1 as his invoice if cash payment was not received. Also, see instruction to Seller on copy 2 of SF 44.

NOTES:

- a. The remaining blocks on the SF 44 will be completed by the Paying Agent or the servicing FAO as appropriate.
- b. The SF 44 may be used for both charge and cash payments.

## Chapter 6 INTELLIGENCE/SECURITY

### 1. GENERAL.

a. The G2/DSEC provides support to mobilizing units in the following areas of intelligence and security:

(1) Personnel Security Investigations (PSIS) and security clearances. Units are responsible for initiating clearances at home station. DSEC will attempt to assist in having CCF grant interim clearances to those soldiers whose clearances have not been adjudicated at the time of mobilization.

(2) Coordination for the storage and/or destruction of classified material.

(3) Coordination for counterintelligence support through the 902d Military Intelligence Group.

(4) Security education materials, advice, and assistance in the preparation and presentation of classes.

(5) Advise and assist in the development and answering of Essential Elements of Information (EEI).

(6) SSO operations, and operation security (OPSEC) guidance. (Note: Fort Riley no longer has topographic support. The DSEC will make every attempt to assist units in these areas, but must be made aware that resources will be very limited, or not available.)

(7) Weather support will be provided, as required, by the meteorological technicians assigned to G3/DPTM, Airfield Operations Detachment (AOD) at Marshall AAF. Normal operating hours are Monday through Friday (no holidays) from 0630L to 1800L. Support outside these hours or on weekends or holidays is available through prior coordination with the Commander, AOD. Automated observations ONLY are available 24 hours per day, 7 days per week by calling 785-239-3089.

b. All support activities, except weather, will be conducted from G2/DSEC offices in Building 509, Commercial (785) 239-6322 or DSN 856-6322. Weather support will be provided from Building 743, Marshall AAF, Commercial (785) 239-2081 or DSN 856-2081.

### 2. G2/DSEC WILL:



a. Provide training materials to mobilizing units to assist in the development and presentation of unit security education programs (i.e., SAEDA briefings, automated security briefings, information security briefings, etc.).

b. Provide, in conjunction with the 902d Military Intelligence Group, materials and assistance in the presentation of OPSEC classes and briefings to mobilizing units.

3. CLIMATOLOGICAL SUMMARY. Currently Fort Riley climatology is available in the Fort Riley Weather Handbook published annually by AOD. This document will be provided to units, as requested, upon mobilization.

#### 4. COMMANDER'S RESPONSIBILITIES.

##### a. Post mobilization.

(1) Assure that personnel are granted an interim /final security clearance for the level of access required prior to granting access to defense information or material.

(2) Ensure that personnel requiring access to classified information are familiar with the provisions of AR 380-5.

(3) Process requests for security clearances on filler personnel as required.

(4) Continue to indoctrinate military, civilian and when practical, family member personnel on the Security threat posed by foreign intelligence and security services. Particular emphasis will be directed towards the techniques used by foreign intelligence and security services to embarrass, compromise and entrap personnel for espionage purposes (SAEDA, AR 381-12). Units are responsible for processing security clearances at home station.

##### b. INTELLIGENCE/SECURITY

(1) Through mobilization, unit commanders will:

(a) Ensure that all national security information within his jurisdiction and control is properly safeguarded. Periodic security inspections and checks will be initiated to ensure compliance with current regulations.

(b) Ensure proper classification of mobilization plans and material in compliance with AR 380-90 and AR 380-5.

(c) Ensure that intelligence training is conducted IAW FORSCOM Reg. 350-2, 350-3, and AR 350-1.

(d) Ensure that security training stresses proper security practices, prior to and during mobilization, with emphasis on individual security restrictions in any staging or marshaling area. Training will also stress the principles of operations security and communications security.

(e) Ensure counterintelligence and security policies are complied with and arrange for the storage and destruction of classified documents, if applicable.

c. FORCE PROTECTION TRAINING

## Chapter 7 LOGISTICS

### 1. SUPPLY GUIDANCE.

- a. All on-hand repair parts will accompany units to Fort Riley. Direct Support/General Support (DS/GS) supply and maintenance units possessing an ASL will bring all stocks to Fort Riley.
- b. RC units should carry essential expendable supplies to Fort Riley. These supplies may be needed to sustain the unit until installation supply channels are established.
- c. Logistics Checklist is at Annex D.
- d. NBC pre-deployment Actions Checklist addressing NBC logistics issues is at Annex I.

### 2. CLASS V - AMMUNITION BASIC LOAD (ABL).

- a. Fort Riley Ammunition Supply Point (ASP) does not store ABL at Fort Riley for RC units with a latest arrival date (LAD) of M+45 or earlier. ABL above .50 caliber, or for deploying RC units, and ABL beyond Fort Riley ASP storage capability is stored at depot and shipped upon designation of M-Day. ABL pre-positioned at depot is based on DA Forms 581 (Request for Issue and Turn-In of Ammunition), on file at the ASP.
- b. Units are responsible for providing and updating DA Form annually. Two (2) sets of DA Form 581 must be on file at the ASP - one for ammunition to accompany troops (TAT) and a second for ammunition not to accompany troops (non TAT). Each DA Form 581 must have a current unit's document number. A battalion headquarters will not roll up its company's unit request under the battalion "AA entity" UIC (para 3-2, FORSCOM Reg. 700-3).
- c. Units must also submit a DA Form 1687, Notice of Delegation of Authority - Receipt for Supplies, with the DA Forms 581.
- d. Training Ammunition (See Annex H, this document).

3. FOOD SERVICE/TROOP ISSUE SUBSISTENCE. RC units mobilizing at Fort Riley will draw support from DOL, Commercial (785) 239-4726 or DSN 856-4726, while at Fort Riley and for movement to the Aerial Port of Embarkation (APOE).

### 4. MAINTENANCE.

a. DA Form 2406 (TAB A) reflecting current status of all reportable items will be furnished to the Logistics Operations Section in Building 808 during advance party unit in-processing.

b. Unserviceable property will be moved to the Mobilization Station using organic transportation assets. If an ERC A or B unserviceable item cannot be moved organically, request disposition instructions from the Support Installation (SI).

5. UNIT MOVEMENT/TRANSPORTATION. The Unit Movement Officer (UMO) will coordinate movement requirements with the Installation Transportation Officer (ITO) of the Support Installation (SI) and ensure that necessary documents requesting transportation have been submitted to the ITO of the SI on DD Form 1265 (TAB B), DD Form 1266 (TAB C), and DA Form 2940-R (TAB D). ARNG units will coordinate with their respective STARC. Those units having Fort Riley as their SI will contact the ITO at Commercial (785) 239-3420 or DSN 856-3420.

#### 6. CONVOY OPERATIONS.

a. Only personnel and equipment scheduled to actually move to the mobilized station will be reported. Maximum use will be made of the organic vehicle cargo capability to transport unit materials, consistent with any limitations imposed by designated mode. Data will be based on best available planning information at the time of submission.

b. Unless otherwise designated, units will move in an administrative configuration.

c. The provisions of TM 55-604, Troop Movement Guide, will assist the unit in preparation of the unit movement plan.

d. TB 55-46-1, Standard Characteristic (Model, Dimensions, Weight and Cube) for Transportability of Military Vehicles and Equipment, will be used in the preparation of FORSCOM Form 900-r(s).

e. If convoying to mobilization station, the Unit Movement Officer (UMO) is required to notify the SI UMO, Commercial (785) or DSN 856-3420/2410, of estimated time of departure, estimated time of arrival, and radio frequency used for convoy control. This information must also be reported by each unit to its appropriate STARC/MUSARC. Convoy Claims Officers must call Fort Riley Staff Judge Advocate at (785) 239-2717 or DSN 856-2717 prior to departing Home Station.

f. Authorized convoy frequencies are listed in Annex G (not available in public document).

g. Upon arrival at MS, convoy commander will provide a closure report to the Fort Riley Operations Center (FROC) by phoning 239-2222.

## 7. RAIL OPERATIONS

a. **RAIL.** When transporting to mobilization station by rail, the following material/services guidance applies:

(1) **Blocking, Bracing, Packing, Crating, Tying, and Shoring Materials (BBPCT&S).** RC units are not authorized to preposition BBPCT&S for use on rail cars for equipment movement to mobilization station without approval of the support installation commander. However, units are authorized to preposition certain packing, crating and tie down materials as directed by FORSCOM. Paying Agents requiring BBPCT&S for movement to mobilization station will identify their requirements and purchase locally upon alert notification.

(2) **Other Materials and Services.** For units requiring materials/services (other than BBPCT&S), unit commanders will:

(a) Ensure that material requirements are adequate and list is current at all times.

(b) Identify supply source but ensure that unit personnel do not contact local vendors for the purpose of obtaining cost estimates for material and services in advance of alert notification.

(c) USAR coordinate with the support installation commander's representative for assistance/support, (NG unit coordinate USPFO) in obtaining required material and/or services when materials are required for an accelerated movement to the mobilization station. Unit personnel must be thoroughly familiar with unit equipment and unit movement planning documents.

(d) Determine supplies and equipment to accompany the unit to the mobilization station when movement is not under emergency conditions by reviewing the material/services requirements to ensure adequacy and completeness.

## 8. Customer Supply Center (CSC) Accounts.

a. Unit will obtain expendable and office supplies from CSC through their assigned host Unit (Provisional Battalion).

9. **LAUNDRY AND DRY CLEANING.** Laundry and dry cleaning at Quartermaster Laundry will be on a cash basis while at MS.

10. **POMCUS UNITS.** Units drawing pre-positioned Army War Reserve (AWR) Equipment at a location other than Fort Riley should be prepared to turn in excess equipment based on AWR stockage available for the unit to draw.

## **Chapter 8 PUBLIC WORKS**

### **1. Public Works (PW) SUPPORT will:**

- a. Provide for the development and execution of plans, programs, and identify funding necessary for the physical expansion of the installation and/or its facilities to receive, house, and train the expanding Army under force mobilization.
- b. Provide engineering support and services as required by mobilizing RC units.
- c. Provide blocking, bracing, packing, crating, tie-down and shoring(BBPCT&S) materials in accordance with established requirements and assist in rail loadout for both Active Component (AC) and Reserve Component (RC) units.
- d. Assist and direct turn-in, issue, and transfer of real property facilities between AC and RC units.
- e. Provide additional support for U.S. Army Reserve (USAR) home station facilities which may be necessitated by the mobilized units having to remain at home station for an extended period of time.
- f. Develop facility assignment plans for mobilized units, both at home station and at Fort Riley, to assure ability at Fort Riley to support mobilization.

### **2. BLOCKING, BRACING, PACKING, CRATING, AND TIE-DOWN and SHORING (BBPCT&S)MATERIALS.**

- a. Fort Riley will provide BBPCT&S materials to the collocated 89th RSC Equipment Concentration Site (ECS), Kansas ARNG Mobilization and Training Equipment Sites (MATES), and Unit Training Equipment Site (UTES) from installation stock. These co-located activities must provide requirement information to Fort Riley Public Works (PW) for the purpose of obtaining materials. Long lead time items (items with a procurement time in excess of 14 days) will be stocked in sufficient quantities to support the first 30 days of mobilization.
- b. RCUs mobilizing at Fort Riley. Fort Riley PW will provide BBPCT&S materials to units to support subsequent deployment from this installation. Upon arrival at Fort Riley, unit advance parties will immediately coordinate with PW to determine types and quantities of BBPCT&S required for their future deployment (see TAB A, DA Form 4283, for form and format). Only those materials required for packing and crating should be requested. Materials required for rail loading will be computed and requested by DOL. PW will maintain stock/sufficient quantities of materials (over and beyond that required to support AC Fort Riley

units) to support mobilized units which are scheduled to deploy prior to the anticipated delivery date on which additional materials could be received.

- c. Arriving units will turn in salvageable BBPCT&S to PW, Building T-351, for reuse.

### 3. FORT RILEY FACILITIES.

a. Unit advance parties will be able to effect coordination with the Fort Riley staff on the following PW facilities:

- (1) Troop billets/bivouac areas.
- (2) Mess.
- (3) Administration/supply.
- (4) Maintenance, motor park, and other support facilities as required.

b. Water supplies should be adequate by initiating conservation practices throughout Fort Riley. An adequate water supply is available. The fire hydrant system will be used to fill unit water trailers after coordination with Public Works.

c. Garbage disposal contracts will be expanded. If necessary, units will transport garbage to a designated disposal site.

d. Fire protection will be provided by Fort Riley personnel. The number to call when reporting a fire is 317.

e. Repair and utilities self-help supplies will be available for issue from Building 352. Two copies of signature cards (DA Form 1687) designating personnel authorized to receive supplies should be submitted to Building 352. R&U self-help supplies will only be issued for mission essential requirements. Work requests beyond self-help capability will be submitted to Building 330 on DA Form 4283, Facilities Engineer Work Request. Engineer emergencies and service order requests should be telephoned at 239-0900.

f. Soakage pits used for personal hygiene and kitchen liquid waste will conform to the field sanitation and medical standards prescribed by FM 21-10.

### 4. Closing and Securing USAR Centers.

a. Support installations, including Fort Riley, are no longer required to take responsibility for closing reserve centers. The reserve centers are now on the RSC/USARC real property records, not the installation records. RSCs may request support on a reimbursable basis from the installations

## **Chapter 9 STAFF JUDGE ADVOCATE**

1. GENERAL. RC JAG Detachments should provide pre-mobilization legal support for RC units during unit training. Where RC JAG Detachment support is not available, coordinate with the Office of the Staff Judge Advocate, Headquarters, 24<sup>th</sup> Infantry Division and Fort Riley. This office can provide criminal law, administrative law, claims service, and legal assistance support.

2. APPOINTMENT OF CONVOY CLAIMS OFFICERS. Each RC unit commander will ensure that a convoy claims officer has been appointed for his unit and is briefed concerning his duties under the provisions of AR 27-20, Claims. Prior to departing Home Station to move to Fort Riley, the Convoy Claims Officer should contact the Fort Riley Claims Division, Commercial (785) 239-2717/2633/3830/2330 or DSN 856-2717/2633/3830/2330.

3. REPORT OF CLAIMS OFFICER ON CONVOY ACCIDENTS. All accidents en route must be immediately reported to the Claims Division, Commercial (785) 239-2633/3830 or DSN 856-2633/3830.

### **4. CRIMINAL LAW (MILITARY JUSTICE) COORDINATION.**

a. All RC units should receive attachment orders for the purpose of command and control and UCMJ authority of all RC units for military justice purposes.

b. The U.S. Army Trial Defense Service is responsible for providing defense counsel to AC and RC unit members. The Trial Defense office is located in Room 118, Patton Hall (Building 200), Fort Riley. The Trial Defense office will provide legal counsel for soldiers on punishment under Article 15, courts-martial, administrative separations under Chapters 9, 10, 13, 14 and 15 of AR 635-200. Soldiers desiring services should call for an appointment, Commercial (785) 239-3430 or DSN 856-3430.

### **5. LEGAL ASSISTANCE.**

a. Commander's can prevent many distracting personal legal problems during deployments by ensuring soldiers have carefully thought through and developed a plan for how their personal household and financial affairs will operate while deployed.

b. The Legal Assistance Office is available to provide legal advice in the areas of family law, reports of survey, consumer affairs, bankruptcy, landlord/tenant law, EER/OER appeals and the Soldier's and Sailor's Civil Relief Act. It can also provide advice with regards to non-military criminal law and federal and state personal income tax filing.

### **6. IMPORTANT NOTE ON LIMITATIONS.**



a. The Legal Assistance Office is not authorized to provide any legal counseling with regards to soldiers' personally owned businesses or business interests. This restriction includes rental properties owned for business purposes. Soldiers needing assistance, to include tax filing, in these areas must seek a non-military attorney's assistance.

b. Additionally, the Legal Assistance Office may not provide in-court representation. In some circumstances it may assist in the preparation of court documents for clients representing themselves in court.

c. The Legal Assistance Office will prepare a will for any soldier that desires one and failed to have one prepared while at home station. Soldiers with large amounts of personal assets (expensive home(s), extensive real estate, stock, or mutual fund holdings) should consult with a private estate planning attorney well prior to deployment. Powers of attorney can also be prepared. It is up to RC unit commanders to ensure that their soldiers are afforded the opportunity to have necessary wills and powers of attorney prior to mobilization.

d. The telephone number for the Legal Assistance Office is Commercial, (785) 230-3117/2820 or DSN 856-3117/2820. The Legal Assistance Office is located in Room 107, Patton Hall (Building 200), Fort Riley.

## Chapter 10 RESOURCE MANAGEMENT

1. GENERAL. Provide guidance for funding and reporting of costs incident to pre and post mobilization.

2. POINTS OF CONTACT.

a. During duty hours (0730-1630).

G3/DPTM Resource Management, 239-2453/2910.

Director of Resource Management, 239-2983/2983.

b. During non-duty hours (1630-0730).

Ft Riley Emergency Operations Center, Staff Duty Officer, 239-2222.

3. MISSION.

a. Provide funding and financial guidance in support of this plan.

b. Use the existing financial management system to ensure the effective utilization of available resources in support of this plan.

4. EXECUTION.

a. Funds Accountability. As required, program directors will establish unique Account Processing Codes (APC) during periods of deployment to record all costs. Costs are incremental costs, incurred as a result of deployment, which are over and above normal operating costs. During all phases of deployment program directors/activities/units will maintain records of these costs. This cost data will be submitted to DRM upon request and be reported to HQ, FORSCOM or appropriate channels.

b. General Funding Guidance.

(1) Major deployments are normally funded separately by the MACOM. Upon notification of deployment, all participating units (AC or RC) will submit all resource requirements via memorandum through their chain of command to G3/DPTM Resource Management. Program Directors will identify all incremental Base Operations support requirements to DRM (including additional personnel and associated costs). Memorandums must give specific details to include estimated costs and date required. After review by DPTM,

estimates will be consolidated and valid requirements will be forwarded to DRM for submission to FORSCOM.

(2) ADP, copier, and communication requirements must be identified to the DOIM through DPTM Management. DOIM will supply cost estimates to DPTM Management for inclusion in data forwarded to DRM. It is imperative that these requests go through DPTM Management to ensure adequate funding is available to support specific requests.

(3) DPTM Management will forward requirements for logistical support to applicable program director.

(4) DPTM Management will serve as the centralized location point for all contingency operations requirements for Mission accounts for the AC, RC and NG units. Reserve and National Guard units will submit requisitions through DOL Supply for editing prior to submission to DPTM Management for funding approval. DPTM Management will coordinate with the appropriate funding source for reimbursement.

(5) Funding for training (to include specialized), equipping, and supplying to attain normally prescribed readiness standards (peacetime ALO) is the responsibility of the installation/MACOM to which the units are assigned. Costs incurred in bringing a lower priority RC unit to an increased readiness posture are considered incremental and will be captured and reported to FORSCOM as an installation deployment expenditure.

(6) FORSCOM assesses an offset cost to the installation before any funding is received. This offset cost is based on the direct OPTEMPO contained in the Training Resource Model (TRM) for the type of unit deploying. Using the authorized strengths for a particular unit, a cost is computed per day, per soldier. That cost is applied to the days deployed and number of soldiers deployed. This figure is the offset cost. The installation is only reimbursed for the costs after the offset.

c. Final Cost Report.

(1) Within 30 days after redeployment, units are required to submit incremental mileage and POL usage for tactical vehicles to DPTM Management. For example, convoys to and from site and increased usage during the exercise are considered incremental costs.

(2) DPTM Management and DRM, as applicable, will consolidate and verify data received from program directors and units before forwarding. After review, DRM will forward the completed installation report to the MACOM IAW established suspense dates.

TAB

A – DRM Costing Procedures – Deployment Costs

B – DRM Costing Procedures – Deployment Costs

***TAB A     DRM Costing Procedures – Deployment Costs***

1. PURPOSE: This appendix provides guidance regarding the reporting of actual costs incurred in support of deployment.

2. GENERAL: DRM is the proponent agency for the reporting of actual costs in regard to deployment. Requirements for the reporting of actual costs will be established in accordance with the basic guidance established in this appendix.

3. DEFINITIONS:

a. Normal Costs. Normal costs are those that would have been incurred had the deployment not occurred.

b. Incremental Costs. Incremental costs are those actual costs incurred over and above normal operating costs as a result of deployment. Only incremental costs will be reported on deployment cost reports. For example, only civilian overtime costs incurred, as a result of the deployment are to be reported as incremental costs; civilian man-hours spent in support of the deployment during normal duty are not considered as incremental costs. Civilian overtime for deployments will be paid by the appropriate Program Director if funding is not received from FORSCOM.

4. FINAL COST REPORTS. The submission of actual cost reports is required. Program/activity director and unit preparation procedures for the reporting of costs incurred as a result of a deployment are provided below.

b. Records will be maintained to capture all costs incurred in support of the deployment.

c. A report of actual incremental costs incurred will be submitted by units to DPTM Resource Management Division on an as-required basis or upon redeployment. Input from this report will be forwarded to DRM for reporting to higher headquarters as required. Incremental costs incurred by program directors will be identified to the DRM directly.

d. At TAB A to this appendix is the format that will be used for all costs reports. Preparation instructions are as follows:

e. Heading. Enter the Program Director or Unit (as applicable), the current Army Management Structure Code, Account Title, and Appropriation being reported. Data will be reported at the summary account level. Only one account is to be reported per page.

(1) Column (a), Description of Costs. Examples follows:

(2) Civilian Overtime Costs (example).

Grade/Step	Hours	Rate Per Hour	Total Costs
GS-9/5	32	\$20.35	\$651.20

(3) Supplies and Equipment (example).

\$102.22 in CSC/GSA Catalog items required for: (provide a list of the items).

(4) Transportation (example).

\$58.80 for military bus transportation of personnel. 2 buses x 15-mile round trip x 2 trips per day = 60 miles x 2 days x \$ .49 cost per mile = \$58.80.

(5) Column (b), Element of Resource (EOR). In preparing final cost reports use the four digit EOR (e.g., 26EB, 31AA, etc). More than one EOR may be reported per page; however; dollar amounts and the corresponding narrative for each amount must be reported separately.

(6) Column (c), Total \$ Amount. Report dollar amount in actual dollars and cents (\$78.49) on all final cost reports.

(7) Unit report will not require AMS or EOR data. DPTM Resource Management will provide this information.

TAB:

A – Deployment Cost Report Format

***TAB B    DEPLOYMENT COST REPORT FORMAT***

(Incremental Costs Only)

PROGRAM DIRECTOR/UNIT:

MACOM:

AMS CODE/ACTV:

APPROPRATION:

(a)	(b)	(c)
<u>DESCRIPTION OF COSTS</u>	<u>EOR</u>	<u>TOTAL \$ AMOUNT</u>

## **ANNEX A    COMMAND AND CONTROL**

1.    Command and Control (C2). All Reserve Component units, less 35th Infantry Division subordinate units, mobilizing at Fort Riley will be under the C2 of 1<sup>st</sup> Troop Battalion. The 1<sup>st</sup> Troop Battalion and its staff will be formed from the Fort Riley GSU and assume direct command responsibility for the mobilizing RC units as assigned by Fort Riley. The 1<sup>st</sup> Troop Battalion will provide administrative guidance, military justice support, unit tasking and areas of responsibility to its' attached units. This Battalion will coordinate, when necessary, with installation staff in the areas of logistical, administrative and training support to the mobilizing units. The Mob Plans Division and the Garrison Support Unit will assume responsibility for this mission and will expand its size and operations as necessary.
2.    Installation Support Missions. HQ, FORSCOM has designated a Garrison Support Unit which will be integrated into installation staff agencies. RC units may be tasked by Fort Riley to provide support consistent with their capabilities and preparation for scheduled deployment.
3.    35th Infantry Division units will operate under the Command and Control of the 35th Infantry Division Headquarters which will coordinate training and processing with Fort Riley.

## **ANNEX B    ADVANCE PARTY REQUIREMENTS:**

UNIT: \_\_\_\_\_

UIC: \_\_\_\_\_

HOME STATION: \_\_\_\_\_

### **1. ADVANCE PARTY.**

#### **a. WHAT IS PLANNED COMPOSITION OF ADVANCE PARTY:**

OFF \_\_\_\_\_ WO \_\_\_\_\_ EM \_\_\_\_\_ EW \_\_\_\_\_

#### **b. WHAT IS ESTIMATED DATE AND TIME OF ARRIVAL OF ADVANCE PARTY:**

DATE \_\_\_\_\_ TIME \_\_\_\_\_

#### **c. MODE OF TRAVEL: \_\_\_\_\_**

#### **d. ABOVE INFORMATION SHOULD BE PROVIDED TELEPHONICALLY, 239-3674/2222, TO THE MOBILIZATION STATION AS SOON AS POSSIBLE.**

### **2. ADVANCE PARTY SHOULD REPORT TO MOBILIZATION UNIT INPROCESSING CENTER, BUILDING 808, PHONE (913) 239-3674/2673, IMMEDIATELY UPON ARRIVAL.**

\* ADVANCE PARTY WILL HAND CARRY THE ITEMS LISTED IN ANNEX "G" (MOBILIZATION STATION REQUIREMENTS CHECKLIST) TO THE RC UNIT COMMANDERS HANDBOOK (RCUCH), FR 500-3-3 (July 99). IT WILL ALSO HAND CARRY COMPLETED COPY OF THE NBC EQUIPMENT INVENTORY (ANNEX I).



## **ANNEX C INITIAL MOBILIZATION STATION ACTIVITIES CHECKLIST**

(Table 3-1 in RCUCH, page 41)

### **SECTION I ADMINISTRATIVE COORDINATION**

#### **CRITICAL TELEPHONE NUMBERS:**

DEFENSE SWITCHING NETWORK (DSN)	8 + Seven-digit DSN Number
INFORMATION NUMBERS ONLY) 1+AREA+555-1212 (COMMERCIAL)	313 (FT RILEY OFFICIAL
EMERGENCY	911 (Fort Riley Operator)
FIRE	911 (Fort Riley Fire Dep)
MILITARY POLICE	911 (Fort Riley MPs)
FORT RILEY OPERATIONS CENTER (FROC)	239-2222/2731/2614
TELEPHONE SYSTEM REPAIR	315

\* Questions concerning advance party/main-body in-processing at Fort Riley or this SOP should be directed to the Mob Plans Division, 239-3674/0850 or DSN 856-3764/0850.

#### **1. Activity listing:**

<b>ACTIVITY</b>	<b>BUILDING</b>	<b>TELEPHONE DSN 856, COM 785</b>	<b>POINT OF CONTACT</b>
AER	7264	239-9435	Mrs. Moseley
AG	500	239-3812	Mrs. Boland
Army Community Service Center	7264	239-9435	Mrs. Speer/Mrs Brooke
Chaplain	6	239-6597/8128	CH Condry
CPAC	319	239-6012	Mrs Paulon
DCA	211	239-9435	Mrs. Brooke

<b>ACTIVITY</b>	<b>BUILDING</b>	<b>TELEPHONE DSN 856, COM 785</b>	<b>POINT OF CONTACT</b>
Dental Clinic	600	239-7955	LTC Showman
DES	407	239-2514	Mr. Phillips
Dist. Point	261	239-3283	Mrs. Miller
DOC	802	239-0468	Mrs. Peterson
DOL	500	239-3438	Mr. Wollenberg
DSEC	509	239-9314	Mr. Trippet
Family Assistance	7264	239-9435	Mrs. Speer/Mrs Brooke
Finance (RC PAY)	835	239-6452	Mr. Garrett
Hospital	600	239-7086	CPT Pinkson
IG	7620	239-3607	Mrs. Thomas
ITO	210	239-3042	Mrs. Berget
Logistics Assistance			
Office (LAO)	8100	239-4436	Mr. McBride
Military Clothing			
Sales	267	784-3744	
MILPO	210	239-2128	Mr. Buckley
MOB Asst. Team	409	239-8669	Mrs. Haukom
PAO	405	239-3032	SFC Albright
Post Exchange	6914	784-4439	
Post Office	5302	784-2865	
Provost Marshal	221	239-6343	Mr. Hubbard
Public Works	330	239-6653	Mr. Goreham
Pubs/Blank Forms	????	239-3283	Mrs. Hale
Red Cross	29	239-3052	Mr. Trotter
SJA	200	239-2717	CPT Dehn
TSC	7690	239-3477	Dr. Mrozinski

## 2. Questions and answers:

- Q: When does my unit in process?

A: Shortly after arrival of the main body. Date/time and location to be provided to advance party.

- Q: When will I meet the SIDPERS Interface Branch (SIB) to discuss the accessioning of my unit?

A: Will meet AG representative at the MUIC for initial discussion. Follow on meetings will be scheduled as required

- Q: What is sick call schedule?

A: Will be provided to advance party.

- Q: What additional duty assignments must be made within the unit?

A: Mail clerk, Safety Officer, Charge of Quarters (CQ) and Assistant CQ, Security Officer and Class A Agent.

- Q: Where do I pick up unit mail?

A: The mobilized RC 1<sup>st</sup> Troop Battalion HQ.

- Q: Do I have adequate phone, fax, and DSN service?

A: Yes, advance party will arrange with DOIM to have phone service activated.

- Q: How will Automated Data Processing (ADP) support be provided (hardware and software)?

A: Advance Party will coordinate support through S4, 1<sup>st</sup> Troop Battalion.

## SECTION II. OPERATIONS COORDINATION

### 1. Questions and answers:

- Q: Where is the Mobilization Unit In-processing Center located that the advance party reports to?

A: Building 808 Marshall Ave., Phone 785-239-3674/0850, Name: Mrs. Patricia King.

- Q: To whom am I attached/assigned? Where are they?

A: Units will be attached to 1<sup>st</sup> Troop Battalion, Fort Riley, Marshall Army Airfield.

- Q: When can I start training?

A: Anticipate 2-3 days after main body arrival at Fort Riley. Advance Party will develop schedule prior to arrival of main body.

- Q: Where can unit training aids be obtained?

A: At Building 2250, telephone 239-3533.

- Q: When does my unit deploy?

A: Estimated deployment date will be provided to advance party. A firm deployment date will be provided to unit commander when it becomes available.

- Q: When does my unit do Soldier Readiness Processing (SRP)?

A: Schedule to be provided to advance party upon arrival at MS.

- Q: What additional SOPS will my unit need and where can I get them.

A: They will be provided upon arrival at Fort Riley.

- Q: Where is the storage facility for COMSEC equipment and keying equipment?

A: Building 200, telephone 239-2581.

- Q: Where is my Unit Status Report (DA Form 2715) submitted?

A: Within 24 hours after the advance party arrival the USR should be delivered to the Mobilization Unit In-processing Center, Building 808, telephone 239-3674/0850.

- Q: Where does my unit submit its Material Readiness report (DA Form 2406)?

A: Deliver to the Fort Riley Operations Center (FROC), Building 500, telephone 239-2222.  
Note: DA Form 2406 is required within 72 hours of arrival of unit.

- Q: What kind and how much training ammunition is available for my unit?

A: The situation will dictate the availability of ammunition. Requisition ammunition through DPTM, Building 500, or during MUIC in-processing.

- Q: Where do I draw training ammunition?

A: At the Fort Riley ASP.

- Q: Where does my unit get CS pellets?

A: Units will include CS pellets on DA Form 581, Ammunition Request, updated annually (see chapter 7 para 2-b of this Information guide) CS pellets are obtained from the ASP with other Class V. See Annex H.

Q: To whom does my unit go for further NBC training assistance?

A: G3/Readiness-NBC Division, Building 211, telephone 239-6336-6395.

- Q: Where is MAT and/or CONUSA Validation Team located?

A: The Installation Commander's Validation Team will meet in Bldg 808. The MAT is only one part of the validation team. G1/AG, G3/DPTM, G4/DOL, MEDDAC, DENTAC, NBC Div, and USR Office along with the unit Commander and staff make up the committee, and team.

### SECTION III. LOGISTICS COORDINATION

- Q: Location of higher headquarters logistics office and telephone numbers?

A: DOL, Building 500, telephone 239-2126 or S4, 1<sup>st</sup> Troop Battalion, building 760, telephone 239-3139.

- Q: Where are my units Billets and Dining facility?

A: Exact buildings will be determined upon mobilization for each grouping:

- a. Officer/Male              b. Enlisted/Male
- c. Officer/Female          d. Enlisted/Female

Officers will not be provided separate facilities.

- Q: Where are my units motor pool/vehicle parking area?

A: Assigned areas will be determined upon arrival at Fort Riley.

- Q: Where is my units DS maintenance support facility?

A: Assigned units will operate a DS/GS maintenance facility at a designated Maintenance Facility on Custer Hill.

- Q: Where does my unit pick up requisitioned items?

A: POC is Directorate of Logistics (DOL) Building. 500, 239-3438.

- Q: Where and when do I review my units property book?

A: The MUIC Building 808, units' Advance Parties will review with DOL upon arrival.

- Q: Where and when can I set up my accounts for Class I-IX?

A: All accounts will be established by advance party at the MUIC. Signature cards (DA Form 1687) and assumption of command orders will be required.

CLASS	BUILDING	TELEPHONE
I	645	239-2183
IIIP	7836	239-5066
III bulk	8311	239-5622
IV, IX	783	239-6405
V	918	239-4862
Self Help	337	239-2079
VIII		239-7207

- Q: If my unit is bivouacked in tents:

A: At this time, all mobilized units are scheduled to be billeted in barracks. If tentage is required all support will be provided and arranged for by the installation.

- Q: Where does my unit submit work order requests?

A: Work Order Desk (PW) with DA Form 4283. Building 330 or through S4, 1<sup>st</sup> Troop Battalion

- Q: Where do I coordinate on-post transportation for my unit?

A: Through the DOL representative in Building 808 during MUIC operations, or through 1<sup>st</sup> Troop Battalion.

- Q: Where do I update my Deployment Equipment List?

A: A DOL representative in Building 808 will assist you during inprocessing.

- Q: Is my units basic load of small arms ammunition, To Accompany Troops (TAT), available?

A: Yes, if you have requested it. A valid requisition, on DA Form 581, is retained at depot until M-Day. It will be issued as you near deployment and at a location to be determined.

- Q: What is the laundry turn in schedule and where does my unit turn it in?

A: Schedule to be provided to advance party. Building T-183, telephone 239-3113.

- Q: Where does my unit pick up BBPCT&S?

A: Building T-351.

- Q: Where does my unit get calibration support and submit AOAP samples?

A: Through AMC-LAO, Building 8100, telephone 239-4436.

Q. To whom does my unit go to obtain further NBC logistics assistance?

A: G3/Readiness-NBC Division, Building 211, telephone 239-6336/6395.

## **ANNEX D    LOGISTICS CHECKLIST**

### **1. SUPPLY ACTIONS.**

- a. Equipment status listing (CBS-X).
- b. ASL/PLL additions/deletions or increases in using DA Form 2765-1 or DA Form 2765.
- c. Requisitions for shortages as required.
- d. Submit a request for training ammunition (DA Form 581) using same information as submitted for the annual forecast (IAW FR Reg. 700-1) .
- e. Notice of Delegation of Authority-Receipt for Supplies (DA Form 1687) and assumption of command orders in three copies, as appropriate, for each area:
  - (1) Warehouse, Class IX, Repair Parts.
  - (2) Warehouse, Class II, IV, and VII, Supply Parts and Major End Items.
  - (3) Class III and packaged Class III, POL Products.
  - (4) Defense Reutilization Material Office (DRMO) .
  - (5) Ammunition Supply Point (ASP).
  - (6) GS-Reparable Exchange Activity (RXA)
  - (7) Warehouse, Chemical Defense Equipment (CDE)
- f. Troop Issue Subsistence Activity (TISA) DD Form 577, Signature Card.
- g. Turn in food service request for:
  - (1) Rations (DA Form 2970).
  - (2) Dining Facility Account (memorandum).
  - (3) Basic Load (DA Form 3161).



h. Request for Clothing Initial Issue Point (CIIP). Provide copy of unit activation orders plus five (5) copies of DA Form 3078, signed by the unit commander, to Clothing Sales Store, Building. 267.

i. CIF turn in list (memorandum) in two copies indicating total quantity of shortages per unit and density of personnel to be processed.

## 2. MAINTENANCE ACTIONS.

a. Notice of Delegation of Authority-Receipt for Supplies (DA Form 1687) in three copies for:

- (1) Each commodity.
- (2) Cannibalization point activity.
- (3) Each repairable exchange activity.
- (4) Calibration support.

b. Submit DA Form 2407, Maintenance Request, for equipment requiring DS/GS repair.

c. Establish unit Army Oil Analysis Program (AOAP) coordination and turn-in list of all vehicles by equipment type, model, and serial number using FR Form 1-22.

## 3. TRANSPORTATION SERVICES.

a. Identify any need for vehicle recovery support.

b. Turn-in appointment orders on unit transportation coordinator and alternate during in processing.

c. Turn-in request for administrative use vehicle support, FORSCOM 248-R (Transportation Request) during in-processing.

d. Submit request for licensing support (Memorandum) during in-processing.

e. Submit verified AUEL during in-processing.

f. Submit unit movement plan for equipment during in-processing.

g. Submit personnel movement requirements during in-processing.

h. Notice of Delegation of Authority-Receipt for Supplies (DA Form 1687) in three copies, as appropriate, for each of the following:

(1) Laundry

(2) Unit Movement Officer and Assistant Movement Officer

i. Establish laundry service requirements for Army owned property (DA Form 1947)

#### 4. PROCUREMENT ACTIONS.

a. Upon arrival, unit Ordering Officers utilizing SF44 for movement to MS will provide the Directorate of Contracting with a completed Contract Management Report (CMR).

b. Unit IMPAC cardholders/approving officials unable to discontinue use of the card and reconcile the final statement of account shall notify the Directorate of Contracting (DOC) Agency Program Coordinator.

#### 5. CONTRACTING

a. Purpose. To provide local purchase of supplies, services, and construction to support mobilized units.

b. Concept of Operation.

(1) The International Merchant Purchase Authorization Card (IMPAC) is the preferred purchasing instrument while at HS and enroute to MS.

(2) Upon arrival at MS, the units will no longer have ordering officer capability and will discontinue use of the IMPAC. Units will task the Fort Riley supply system for support items and services or the 1<sup>st</sup> Troop Battalion for micro-purchase (actions valued less than \$2,500) support.

(3) Units with deployment dates greater than 120 days after arrival at MS shall work through the 1<sup>st</sup> Troop Battalion and DPTM, Resource Management to establish Fort Riley IMPAC accounts with the Directorate of Contracting (DOC). Upon deployment, units should discontinue use of the IMPAC.

c. Responsibilities.

(1) DOC has local purchase responsibility to support Fort Riley and tenant activities, to include mobilized units.

(2) The 1<sup>st</sup> Troop Battalion provides a consolidation point for local purchase items and provides IMPAC support for actions valued less than \$2,500. Actions, or consolidation of like items, exceeding this value are tasked through the supply system.

(3) After ensuring all IMPAC transactions have cleared, unit cardholders and approving officials will notify the DOC Agency Program Coordinator (APC) to coordinate the suspension/closure of the account.

(4) Cardholders and approving officials who deploy before the final statement of account is processed will ensure all necessary records/documents are retained by a trained and expressly appointed approving official in the rear detachment or forwarded to the APC for reconciliation/payment.

(5) Upon arrival at MS, unit commanders will prepare requisitions in accordance with AR 710-2 and DA Pam 710-2-1 and forward to Supply Division, DOL for depot action or local purchase authority. Supply Division will furnish a list of local purchase approved items to DOC or, the 1<sup>st</sup> Troop Battalion for purchasing.

**SF44 CONTRACTING MANAGEMENT REPORT  
(CMR) -- REMINDER: NEGATIVE REPORTS ARE  
REQUIRED**

TO: DIR OF CONTRACTING, ATTN: TEAM B  
BLDG 802 (P O BOX 2248)  
FT RILEY KS 66442-0248  
FAX: DSN 856-8978 OR (785) 239-8978

**REMINDER:** IF YOU FAX/E-MAIL YOUR REPORT,  
**D-O N-O-T** SEND A HARD COPY TO

DOC  
FROM:

UNIT

MONTH: REPORTED:  
[ ] LATE  
REC'D: [ ] CORRECTING  
POSTED BY: DATE POSTED:

filename: CMRSF44-DEPLOY.xls

OFFICE

SYMBOL

ADDRESS

CITY/STATE

ZIP CODE

**\*\*\*FOR  
DOC USE ONLY\*\*\***

SUSPENSE:	REPORTING PERIODS:
1ST WORKING DAY OF EACH MONTH . . . .	OCT: 1 - 25 OCT
1ST WORKING DAY OF EACH MONTH . . . .	NOV THRU AUG: 26TH PREVIOUS MONTH THRU 25th OF CURRENT MONTH
5TH OF OCTOBER . . . . .	SEP: 26 AUG - 30TH SEP

REPORTING PERIOD \_\_\_\_/\_\_\_\_/\_\_\_\_ THRU \_\_\_\_/\_\_\_\_/\_\_\_\_  
MONTH YR DAY MONTH YR DAY

**NUMBER OF ACTIONS**

**AWARDED DOLLARS**

1. AWARDS

**LOCAL STATISTICS**

2a. SUPPLY ACTIONS

2b. SERVICE ACTIONS

2c. TOTAL ACTIONS BREAKDOWN (LINES 2a + 2b)

3. SF44 LISTING [continue on separate page(s) if  
necessary]:

[ ] SEE CONTINUATION SHEET FOR MORE AWARDS (SF44s)

**PIIN "DAKF19-XX-X-XXXX"**

**ITEM DESCRIPTION**

**TOTAL DOLLAR AMOUNT**

DAKF19-

\_\_\_\_\_.

\_\_\_\_\_.

DAKF19-

\_\_\_\_\_.

\_\_\_\_\_.

2

DAKF19-

\_\_\_\_\_.

2

DAKF19-

\_\_\_\_\_.

2

DATE:

\_\_\_\_\_

FT RILEY PHONE NO:

\_\_\_\_\_

(PRINTED/TYPED) NAME

FT RILEY FAX NO:

\_\_\_\_\_

FT RILEY E-MAIL ADDRESS

## **ANNEX E    COMMANDER'S FINANCE CHECKLIST**

1. Have fund cites been requested from support installation?
2. Is money needed for trip to mobilization site? If yes, has DMPO at support installation been alerted?
3. Have Paying Agents been appointed in orders? (Reference AR 37-103)
4. Have orders been provided to DMPO at support installation?
5. Has RCPSO been alerted?
6. Has unit roster been prepared for Fort Riley RCPSO?
7. Have "no shows" been deleted?
8. Have soldiers reviewed
  - a. Pay options?
  - b. BAQ?
9. Have soldiers been advised of accrual method of payment in theater of operations?
10. Are all finance forms prepared for, pay options, BAQ, and VHA? (Ref. AR 37-104-3)
11. If needed, is SF 1199A available to start/change direct deposit of pay?
12. If needed, are marriage and birth certificates or divorce decrees available?
13. Have all service members provided for the financial support of their families by arranging allotments through their financial institutions?
14. POC is Mr. Garrett, Building 835, Commercial (785) 239-6452, DSN 856-6452. Alternate POC is Mr. George, Building. 7636, Commercial (785)-239-4213 or DSN 856-4213.

## **ANNEX F    MEDICAL CHECKLIST**

### **1. Commanders, RC Units.**

a. Utilize the Medical Questionnaire (Tab A Annex F) as a ready guide for determining each unit members requirement for medical support. The checklist should be initiated in advance, and receive final review/update upon mobilization alert.

b. Prepare the Summary of Unit Medical Support Requirements (Appendix 1 Tab A Annex F) and forward it to Fort Riley upon mobilization alert, or bring to the MUIC with the advance party.

c. Additionally:

(1) Estimate the numbers of pairs of eyeglasses required. Two pairs per individual are required. Civilian manufactured eyeglasses should be counted in total requirement as long as it is a combination of military/civilian eyeglasses.

(2) Estimate number of personnel requiring eyeglass inserts for M24 (aircraft) or M40/42 series protective masks. One pair per individual with 20/40 vision (without glasses) is required. Bring prescription for unfilled requirements.

(3) Identify medical material shortages by number short, nomenclature, and LN. Specify expendable and TOE.

(4) Complete Class VIII signature card for turn in to Medical Log Division.

### **2. The following are immunizations/re-immunization requirements for service members:**

a. Personnel assigned to units with Latest Arrival Date in Theater LAD of C+30 or less.

(1) Yellow fever - Every ten years.

(2) Influenza - Annually.

(3) Plague - Basic series; no re-immunization while in CONUS, required only for travel or deployment to plague infested areas.

(4) Typhoid - Initial immunization. Immunization upon notification of deployment if more than three years since previous dose, or oral if deployment to a high risk area and more than five years old.

(5) Tetanus/Diphtheria - Every ten years.

(6) Anthrax - All SWA and Korea deployments. First immunization and as many as possible in sequence, balance in theater.

(7) Other immunizations as indicated by area of deployment. (Check with mob station medical personnel prior to giving unique immunizations to preclude shortening the active antibody period.

(8) DNA for all service members.

b. Personnel assigned to units with LAD of C+31 or more.

(1) Influenza - Annually. Annual influenza immunization for Reserve personnel is required only for USAR soldiers on or ordered to active duty in excess of thirty days or if deployed OCONUS for any length of time.

(2) Other immunizations as indicated by area of deployment. (Check with MS medical personnel prior to giving unique immunizations to preclude shortening of the active antibody period.)

c. Describe any additional medical support required by unit at the mobilization station (For example, Class VIII supply requirements or evaluation of personnel for medical non-deployability).

d. Are all unit personnel medical records accounted for? Does advance party have records to bring to MS?

e. Coordinating instructions. RC AMEDD TDA Units with augmentation missions will annually (preferably during unit annual training) coordinate organization and strength information (mobilization SOP, manning roster, TDA) with the Fort Riley MEDDAC to ensure planning for integration and expansion reflects current data.

TAB

A - Medical Questionnaire

B - Summary of Unit Medical Support Requirements.



**TAB A    *MEDICAL QUESTIONNAIRE***

NAME \_\_\_\_\_

\_\_\_\_\_ RANK \_\_\_\_\_ SSN \_\_\_\_\_  
(Print) Last      First      MI

UNIT \_\_\_\_\_

EVALUATOR \_\_\_\_\_

1. Does individual's health record (DD Form 722) contain the following:

YES      NO      REMARKS

- a. Report of Medical Examination (SF881,
- b. Report of Medical History (SF93)
- c. Chronological Record of Medical Care (SF 600)
- d. Immunization Record (SF 601)
- e. International Certificate of Vaccination (PHS Form 731)
- f. Laboratory Report (SF 545)
- g. Radiological Report (SF 519)
- h. Dental Record (DD Form 722-1)
- I. Dental Health Record (SF 603)
- j. Panoramic (whole mouth film) Dental X-Ray
- k. Dental Records Jacket (DD Form 3444)

2. When was last physical exam?

3. Are there any profile statements in the record? YES NO

4. Has individual had any surgery or received any other significant medical treatment since last physical exam? YES NO (if yes, describe)

5. Has the individual reported a medical condition that will preclude participation in training after arrival at the mobilization station? YES NO (If yes, describe)

6. Does individual have immunization Certificate (PHS Form 731)? YES NO (if no, one must be initiated and immunizations recorded)

7. Have the following immunizations been received:

	YES	NO
a. Smallpox Vaccination	_____	_____
b. Typhoid Vaccination	_____	_____
c. Cholera	_____	_____
d. Tetanus-Diphtheria	_____	_____
e. Yellow Fever	_____	_____
f. Plague	_____	_____
g. Influenza	_____	_____
h. TB Tine	_____	_____
i. Anthrax	_____	_____
I. Trivalent Polio Virus	_____	_____

8. Is individual sensitive/allergic to any drugs or medication? YES NO (If yes, describe)

9. Does individual have a medical condition that should be known to treatment personnel prior to commencing medical care? YES NO (If yes, describe)

10. Does individual have a medical warning tag? YES NO

11. Does individual wear corrective glasses or contact lenses? YES NO

12. Does individual need a protective mask optical inserts? YES NO

**TAB B    SUMMAREY OF UNIT MEDICAL REQUIREMENTS**

UNIT \_\_\_\_\_

UIC \_\_\_\_\_ ADDRESS OF HOME STATION AND PHONE \_\_\_\_\_

1. Total Number of Assigned                      Officer                      Enlisted

2. Total Number Required                      Officer                      Enlisted

3. Total Number of Medical Records to be Reviewed for POM

Male                      Female

4. Number of Profiles to be Validated/Reviewed

Male                      Female

6. Number of Immunizations/Vaccinations Required

Smallpox                      Typhoid                      Tetanus                      Anthrax

Influenza                      Polio (oral)                      Yellow Fever

Cholera                      Plague                      TB Tine

7. Number of Medical Warning Tags to be prepared and issued

8. Number of Pairs of Glasses to be made

9. Number of Spectacle Inserts for Protective Masks to be made

10. Number of Hearing Aids Required

11. Medical Equipment Sets Required (list by stock number, nomenclature, and quantity).

12. Medical Non expendable Items Required to Fill Shortages in TOE or to Complete Medical Equipment Sets (list by stock number, nomenclature, and quantity).

## **ANNEX G COMMUNICATIONS ELECTRONICS MOBILIZATION SUPPORT INFORMATION**

1. Upon arrival of main body, coordinate with the Telecommunications Office (DOIM-Fort Riley), Building 215, Commercial (785) 239-7028 or DSN 856-7028, with its communications requirements based upon the following checklist:

- a. Where is your billeting/bivouac located on Fort Riley? (Building numbers or grid location)\_\_\_\_\_
- b. Which building or locations require telephone service (NOTE: Orderly rooms normally require one Class "AA" and one Class "C" line. Dining facilities, supply rooms, weapons room and billets may each have one Class "C" line.)\_\_\_\_\_
- c. Provide your unit message address for message traffic.
- d. Provide clearance and signature cards for message pickup.

### **2. RADIO FREQUENCY ASSIGNMENTS**

- a. Reserve units are concerned with three radio frequency operating requirements, all of which should be addressed in the unit mobilization SOP: Home Station Frequencies, Movement Frequencies, and Mobilization Station Training Frequencies.
- b. Home Station. Obtained through unit major command channels (TAG or RSC) from the area frequency coordinator.
- c. Movement of Convoy. Standard Convoy Frequencies, will be used as assigned by area frequency coordinator.

### **3. STANDARD CONVOY FREQUENCIES**

a. The following frequencies, 36KOF33 emission, 35 watts maximum power, may be used without prior permission from this office for convoy communications anywhere within the Central United States (KS, OK, CO, NE, MO, TX). Use is on a noninterference basis (NIB) to other government operations.

29.90	36.30	32.50	40.95	36.10
36.70	32.30	40.90	46.90	32.70
*46.70	*30.10	*34.90	*38.45	

b. The frequencies designated by an asterisk may be used when traveling from central United States locations to locations in areas served by the eastern and western Army AFCS. Prior permission is not required : Bandwidth/emission, power, and NIB restrictions are as noted in paragraph 8.1.

c. If convoys are planned in areas served by DOD AFCS, contact this office prior to deployment for assistance in obtaining convoy frequencies. The following information must be provided:

- (1) Organization.
- (2) Departure point.
- (3) Destination.
- (4) Dates of travel (both ways) .
- (5) General route outline.
- (6) Equipment to be used.

d. Frequencies, other than those in paragraph a, assigned by this office for use at home stations are not authorized for convoy communications.

4. MOBILIZATION STATION. Assignment of Frequencies for use while training in the range area will be done when the unit is assigned a training area. The unit's communications officer will contact DOIM-Fort Riley Frequency Coordinator and identify the requirements needed for conducting training. The following information is necessary before a frequency can be assigned:

a. Frequency Band. High Frequency (HF), Very High Frequency (VHF), Ultra-High Frequency (UHF), etc. This is determined by the type of equipment to be used.

b. Number of Frequencies. Determined by the number of nets and type of operations that will be conducted during training.

c. Dates and Hours of Use. The day the unit will start using the frequency. The day the unit will stop using the frequency and the hours of each day that the frequency will be in use.

d. Additional information may be obtained from DOIM Radio Frequency Manager, Commercial (785) 239-7028 or DSN 856-7028.

## 5. COMSEC MATERIAL/EQUIPMENT

a. COMSEC requirements. Prior to mobilization, units which are authorized tactical radios will have established a COMSEC account. This may be either a separate account for units that will mobilize and deploy separately or a hand receipt account for company/detachment size units that will deploy with a battalion or higher headquarters. COMSEC equipment will be requested IAW TB 380-41 (c), AR 380-40, and para 6-7d, AR 135-300.

b. During past mobilization exercises, some incoming RC units requested: issue of COMSEC equipment and material, establishment of a COMSEC account, and provision of facilities for the storage of COMSEC equipment. Procedures relative to COMSEC accounts and material are prescribed by TB 380-41 and AR 380-40. The Fort Riley DOIM element, COMSEC account 5E5507, in coordination with the appropriate controlling authority may establish the unit as a hand receipt holder and receive, hold, and issue COMSEC equipment and key material. All actions relating to COMSEC should be resolved at the earliest possible time to prevent loss of training and experience, or prevent delay in material availability affecting the operation of COMSEC systems prior to mobilization.

## 6. TELEPHONE SERVICES

a. Nonsecure Voice Telephone. Permanent telephone cable facilities are installed to all headquarters, administrative, and support buildings at Fort Riley with adequate pairs to provide for normal operations and minimum essential mobilization requirements. The following services are provided by Fort Riley telephone operators:

(1) Completion of precedence DSN calls (dial 239-3911) for operator assistance.

(2) Assistance with essential calls to or from unit in the field via permanently installed telephone lines to/around the perimeter of major training areas. There is also a range switchboard with in/out trunks operated by the Range Control Officer to provide telephone services to/from units on specific training ranges.

(3) Completion of official long distance commercial toll calls. (A toll control code obtained from the major unit/activity telephone control officer must be provided to the Post Operator when placing a call.)

(4) Assistance with completion of fire and emergency calls. (Dial "911" for operator assistance if the listed number does not respond or cannot be dialed for any reason.)

(5) Provision of official telephone information service. (Dial 313) to request official unit, activity and/or individual duty telephone numbers).

b. Other. Special purpose non-secure telephone systems/circuits at Fort Riley are: Junction City, Kansas, FX Kansas to bordering cities, commercial pay phones, and miscellaneous voice, data, and other services.

c. Mobilized units are not authorized to use personal cellular telephones.

d. Secure Voice Telephone. A Secure Telephone Unit (STU-III) terminal is located in the Fort Riley Operations Center (FROC), Building 500, Room 16. The terminal is available for conducting classified (TS) official business on a 24-hour, 7-days per week basis. (Coordination must be effected with the FROC, 239-2614, to obtain use of this service.) There are STUs available in the MUIC and the RC 1<sup>st</sup> Troop Battalion. Building. 760 will also have a STU III.

## 7. TELEPHONE DIRECTORY (MOBILIZATION)

a. It is not considered feasible to publish and provide a telephone directory to RC units in advance of mobilization due to cost, classification, and almost immediate obsolescence. In most cases, incoming units will occupy spaces vacated by active Army elements that have just departed prior to the RC unit arrival and the administrative telephone services used by the departing elements will remain in place for the new unit's use.

b. DOIM-Fort Riley will install any mission essential telephone lines and instruments requested by the new units.

c. Units to be housed in temporary facilities for short periods will install and maintain organizational telephone equipment to meet their administrative and telephone service requirements, pending assignment of permanent buildings. A minimum number of trunks or tie line terminals will be made available to each unit (by the DOIM-Fort Riley) for accessing the Post Telephone System.

d. Major and separate units will be provided authority for approval of long distance telephone calls by the installation commander (AFZN-IM). Units delegated authority to approve calls will appoint Telephone Control Officers (TCOS) who will record and report toll usage (DA Form 360) IAW FR Reg. 105-23.

## 8. MESSAGE SERVICE

a. Secure Record. official message services (narrative, page copy, data card, and/or magnetic tape) will be provided to major command headquarters and separate units by Fort Riley Telecommunications Center through the Mail and Distribution Center. The Fort Riley AUTODIN terminal located in Building 215 Main Post, provides 24-hours per day, 7-days per week, official message support. It is connected to the AUTODIN switch at Tinker AFB, Oklahoma, and is equipped for handling the following type traffic that must be prepared IAW AR-25-11, Record Communications and the Privacy Communications System.

(1) Hard copy message traffic.

(2) Data card traffic.

(3) Magnetic tape traffic.

b. Western Union Services. Western Union money orders can be sent or received by the Bus Depot, 1017 North Washington, Junction City, Kansas (238-6172) and/or the Western Union Office, 414 Poyntz, Ave. Manhattan, Kansas (776-8829). Personal telegrams may be sent by calling the toll free Western Union WATS number 800-325-5100.



## **ANNEX H    TRAINING RESOURCES**

1.    **GENERAL.** This Annex is provided to assist units with the effective planning, programming, and utilization of training resources that will be available for use by mobilized RC units.

a.    The Post mobilization Training and Support Requirements (PTSR), FORSCOM Form 319-R, is the primary tool for MS support of mobilized RC units for pre-deployment training. However, do not try to bring updated hard copy to the MS. Just be sure that your advance party has all information to exchange verbally with installation staff.

b.    Requests for ranges and training maneuver areas in preparation for validation will be part of each RC unit's in-processing.

c.    Only separate company size units or larger can schedule ranges and training maneuver areas. Smaller units will be scheduled to satellite off larger units. The 35th Division G3 will coordinate ranges for Divisional units.

d.    RC advance parties will schedule the use of ranges and training maneuver areas with DPTM training during in-processing. The RC units will be required to provide transportation, weapons, ammunition, rations, and concurrent training for the ranges. In the event that there are not enough recalled personnel (prior service volunteers in a retired status) to operate the ranges, RC unit personnel will perform range OIC and safety officer duties.

e.    Training ammunition requirements will be reviewed with 3<sup>rd</sup> Battalion, 75<sup>th</sup> Division. (TSB)/MAT during advanced party in-processing. Updates to requirements will also be accomplished at this time.

f.    Training Ammunition. Based on forecast of types, quantities, and shortfall from on-hand quantities, the ASP will requisition training ammunition. DA Form 581 will be prepared IAW, FR Reg. 710-16. Unit forecast will include CS pellets for Mask Confidence Exercise. Units are required to have a current DA Form 1687 and assumption of command orders on file prior to drawing training ammunition. RC units will provide organic vehicles and personnel for ammunition handling. Vehicles transporting ammunition must meet serviceability requirements and possess equipment required by TM 239-1300-206 and AR 55-355.

g.    Training aids and devices can be requisitioned by RC units through the Training Support Center (TSC), telephone 239-3533.

h.    Fort Riley Reg. 385-12, Range and Training Safety, 9 March 1998, identifies ranges and their individual capabilities. MEDEVAC (Dust Off) procedures are outlined in this regulation and must be reviewed prior to training/firing on the ranges. This regulation will be provided at Fort Riley upon arrival of advance party.

## 2. COORDINATING INSTRUCTIONS.

a. Mobilized RC units will be responsible for the proper planning, coordination, and utilization of training resources. All training (minus 35<sup>th</sup> Division) will be coordinated through the 1<sup>st</sup> Troop Battalion.

b. The POC for range control is Mr. Bowen, Commercial (785) 239-4516 or DSN 856-4516. NCOIC number is 239-4516.

c. The POC for training ammunition is, G4/DOL-Supply Division, Commercial (785) 239-4100 or DSN 856-4100.

d. The POC for Visual Information (VI) Equipment, training aids and devices is Dr. Mrozinski, Commercial (785) 239-3477 or DSN 856-3477.

e. The Mobilization Assistance Team (MAT), 3<sup>rd</sup> Battalion, 75<sup>th</sup> Division. will provide training assistance and assist with coordination, Commercial (785) 239-8669/78440 or DSN 856-8669/7840.

## ANNEX I NBC PREDEPLOYMENT ACTIONS CHECKLIST

### NBC PREDEPLOYMENT ACTIONS CHECKLIST FOR MOBILIZING UNITS, MS - FORT RILEY

UNIT: \_\_\_\_\_ NBC OFFICER: \_\_\_\_\_ AS OF  
DATE: \_\_\_\_\_ NBC NCO: \_\_\_\_\_  
CDR: \_\_\_\_\_ NBC OPNS SP: \_\_\_\_\_

ACTION	ACTION COMPLETED	REMARKS
--------	------------------	---------

1. INVENTORY. Did you -

o Conduct a comprehensive inventory of NBC equipment using the attached inventory checklist? (MTOE + NON MTOE equipment)

AT HS:

o As a result of the inventory, alert parent unit of your shortages and request cross leveling from among other units (MTOE & Non-MTOE equipment)?

AT HS:

o Request fill of applicable shortages from designated stocks at RSC ECS or TAG USP&FO Sites (e.g., decon apparatus, chemical overgarments etc)?

AT HS:

o Conduct inventory of optical insert requirements?

AT HS:

o Conduct inventory of lot numbers and expiration dates for chemical equip?

AT HS:

2. REQUISITION. Did you -

o Place the balance of your shortages on priority requisition?

AT HS:

ACTION	ACTION COMPLETED	REMARKS
o Request a higher priority due-in status for existing MTOE shortages within 14 days of Ready-To-Load Date?	AT MS:	
o Use project codes and 02 priority (upon activation) to expedite receipt of Non-MTOE shortages within 14 days of Ready-to-Load Date?	AT MS:	
o Ensure that accessory items (batteries, maintenance kits for alarms) receive the same priority of requested issue as the end item on requisition?	AT HS:	
3. <u>MASK SERVICEABILITY</u> . Did you -		
o Obtain appropriate PLL for mask serviceability?	AT HS:	
o Bump lot # of contingency filter/ canisters against SB 3-30-2 listings?	AT HS:	
o Replace training filters for contingency-filters/canisters?	AT MS:	
o Ensure all soldiers are appropriately sized and fitted for protective mask? (Use M41 PATS, if available)	AT HS: AT MS:	
o Forecast CS capsules, schedule the CS Chamber from G3/NBC (x6336/x8897), and conduct Mask Confidence Exercise for all assigned individuals?	AT MS:	
o Install go-to-war (new) hoods on all protective masks.	AT MS:	

ACTION	ACTION COMPLETED	REMARKS
o Turn-in unserviceable masks/ equipment to your support installation? Mobilization Station?	AT MS:	
4. <u>OPTICAL INSERTS</u> . Did you-		
o Correct shortcomings in optical insert program (AR 40-63)?	AT HS: AT MS:	
o Bring prescription for unfilled requirements?	AT MS:	
5. <u>MEDICAL ITEMS</u> . Did you-		
o Requisition NAAK upon unit activation (3/indiv) and Diazepam Injection (1/indiv)?	AT MS:	
o Retain the NAAK & Diazepam in consolidated secure storage pending actual deployment from MS?	AT MS:	
6. <u>CHEMICAL SUIT ENSEMBLE</u> . Did you -		
o Accurately size all personnel for BDO/gloves/GVO's using waist line measurement?	AT HS:	
o Requisition, cross level among units or otherwise arrange for BDO ensemble in number required for theater?	AT HS: AT MS:	
o Prepare DA Form 3161 (Request for Issue) to cover ensemble shortages and submit it through Post Chemical (X-6336) to DOL, Services (CIF) (X-2854)?	AT MS:	

ACTION	ACTION COMPLETED	REMARKS
--------	------------------	---------

7. RADIAC EQUIPMENT. Did you -

- |  |                  |
|--|------------------|
| o Check 9 volt batteries serviceability for all instruments?   | AT HS:           |
| o Submit and request quick return of radiac instruments requiring repair or calibration?             | AT HS:<br>AT MS: |
| o Test IM 93 dosimeter (if authorized) for leakage (less than 2% is acceptable in a 24 hour period)? | AT HS:           |

8. CHEMICAL DETECTION EQUIPMENT. Did you -

- |  |        |
|--|--------|
| o Conduct voltmeter testing of all BA 3517 batteries in storage (accessory to alarm)?                    | AT HS: |
| o Check discard dates on M8Al Alarm Maintenance kits (M273/293)?<br>Chemical Detector kits?<br>M9 paper? | AT HS: |

NOTE: M8 Paper in depot pack (plastic) is serviceable for contingency. Otherwise not.

9. DECONTAMINATION EQUIPMENT. Did you -

- |  |        |
|--|--------|
| o Reaffirm your DS-2 requirements (One M11/M13 DAP per major end item)   | AT HS: |
| o Check decon apparatus (M11 or M13 DAP for serviceability)?   | AT MS: |
| o Visually inspect DS2 bulk containers for leaks and STB stocks against the QSL (Quality Stockage List) for shelf life serviceability?<br>Then dispose of unserviceables through hazardous waste channels? | AT MS: |

ACTION	ACTION COMPLETED	REMARKS
o Prepare serviceable 1 1/3 quart cans and/or 5 gallon pails and M13 DAPs of DS2 for shipment?	AT MS:	
o Identify nitrogen cylinders, DS2 and STB as hazardous air cargo using DD 1387-2?	AT MS:	
NOTE: DS2 and STB must be separated for shipment.		
o Install mounting brackets for M11 or M13 decon apparatus on vehicles?	AT HS:	
10. <u>INDIVIDUAL TRAINING</u> . Did you -		
o Include CS pellets in the ammunition forecast (DA 581) for small arms?	AT HS:	
o Include the requirement on the unit PTSR?	AT HS:	
o Schedule and conduct mandatory Mask Confidence exercise?	AT MS:	
o Conduct mandatory individual NBC proficiency training?	AT HS:	
o Ensure individual NBC proficiency in the above?	AT HS:	
o As time permits, conduct other such NBC CTT tasks, including supervisory skill level 2 through 4 tasks?	AT HS:	
o Train chemical alarm operators in the procedures to be used to purge alarms contaminated with sand?	AT MS:	

TAB

A - Commanders NBC Equipment Inventory Checklist



**TAB A UNIT COMMANDERS NBC EQUIPMENT INVENTORY CHECKLIST**

UIC:		UNIT COMMANDERS NBC EQUIPMENT INVENTORYCHECKLIST				
		Unit:	Poc:			Assigned:
<b>ITEM</b>	<b>BOI</b>	<b>AUTH</b>	<b>O/H</b>	<b>SHORT</b>	<b>REMARKS</b>	
<b>PROTECTION</b>						
MASK, M40	1 PER SOLDIER				BY SIZE, FIT CHECKED	
MASK, M42 (TANK)	1 PER SOLDIER				BY SIZE, FIT CHECKED	
M40/M42 SECOND SKIN	1 PER MASK				BY SIZE	
MICROPHONE, DET (M42)	1 PER MASK					
MASK, M45 (GEN AVN)	1 PER SOLIDER				BY SIZE, FIT CHECKED	
M45 SECOND SKINS	1 PER MASK				BY SIZE	
MASK AMPLIFIER, M7	PER UNIT CDR					
HOOD CB (M40/42/45)	2 PER SOLDIER					
CANISTER, C2/C2A1 (M40/42/45)	2 PER MASK				CHECK LOT # ON SB 3-40-2	
MASK CARRIER, REG (M40)	1 PER MASK					
MASK CARRIER, LG (M42)	1 PER MASK					
GAS PART FILTER UNITS (GPFU)	DCSOPS AUTH				TYPE BY MAJOR ITEM SEE VEH/SHELTER TM	
M41 TESTER, (PATS)	PER MTOE				2 IN HHCs	
PAPER, CM AGT, M8	1 PER MASK					
PAPER, CM AGT, M9	1 PER SOLDIER				+ 1 PER MAJOR EQ ITEM	
M20 SIMPLIFIED CPE (SCPE)	PER MTOE					
<b>RADIAC EQUIPMENT</b>						
UDR-13 POCKET RADIAC	PER MTOE				WITH BA 9759 BTRY	
IM 93/A/B/UD, RADIACMETER	PER MTOE				ILO UDR-13, LEAK TEST	
PP1578A/PD CHARGER	PER MTOE				WITH NATO ADAPTER	
AN/PDR 75, RADIAC SET	PER MTOE				WITH LITHIUM BTRY	
DT-236 WATCH DOSIMETER	1 PER SOLDIER					
AN/VDR2, RADIACMETER	PER MTOE				WITH BA 3090 BTRY	
<b>DETECTION AND WARNING</b>						
ALARM, CM AGENT M8A1	PER MTOE				REQUIRES WIPE TEST	
MAINT KIT M273	3 PER ALARM					
BATTERY, BA-3517/U	2 PER ALARM				WITH 6 BA 3030 BTRYs	
M42 ALARM UNIT	COMP M8A1					
TEL CABLE WIRE	PER M8 ALARM					
M228 MOUNT (WHEEL)	PER M8A1				CDR DETERMINED	
M182 MOUNT (TRACK)	PER M8A1				CDR DETERMINED	

ITEM	BOI	AUTH	O/H	SHORT	REMARKS
CAM	PER MTOE				WITH BA 5800 BTRY
CAM FILTER	1 PER CAM				
CAM BUZZER	1 PER CAM				WITH BA 3090 BTRY
NBC MARKING SET M274	CTA				
WATER TEST KIT, M272	1 PER HHC				CHECK DISCARD DATE
M256A1 DETECTOR KIT	1 PER SQUAD				CHECK DISCARD DATE
<b>DECONTAMINATION</b>					
M291 SKIN DECON KIT					
M295 EQUIP DECON KIT	2 PER SOLDIER				
PATIENT DECON SET	1 PER SOLDIER				
CML CAS TREATMENT SET	PER MTOE				2/BAS, 5/SPT BN CLRG STA
M11 DECON SET	PER MTOE				1/BAS, 1/SPT BN CLRG STA
NITROGEN CYL	PER MTOE				ILO M13 DAP
M13 DAP	2 PER M11				5 PER BOX
DS-2, 1 1/3 QT CANS	PER MTOE				1 PER MAJOR ITEM, MOUNTED, HAZMAT
DS-2, 5 GAL PAILS	2 PER M11				HAZMAT, OVERPACKED
STB, 50# DRUM	2 PER CO				HAZMAT, OVERPACKED
	2 PER CO				HAZMAT
<b>INDIVIDUAL CDE CLOTHING</b>					
BDOs					
GVOs/BVOs	2 PER SOLDIER				BY SIZE
GLOVES, CP	2 PER SOLDIER				BY SIZE
COVER, HELMET, CP	2 PER INDIVIDUAL				BY SIZE
NBC CARRYING BAG	2 PER SOLDIER				
	1 PER INDIV				OPTIONAL ITEM
<b>OTHER ITEMS</b>					
M5A2 AREA PREDICTOR					
M28A1 CALCULATOR	1 PER UNIT				
MASK PARTS	1 PER UNIT				
NBC EQUIP PARTS	FOR 10% REPAIR				PLUS NORMAL PLL
NBC EQUIP PARTS	CMD DIRECTED				PLL LOW DENSITY ITEMS
AMYL ACETATE (CAPSULE)	1 PER 10 SM				MASK CONFIDENCE EX
OPTICAL INSERTS	1 PER 10 INDIV				ILO M41 PATS FIT TEST

ITEM	BOI	AUTH	O/H	SHORT	REMARKS
CS CAPSULES	DEMAND SPT				NORMAL PLL
	SEE AR 40-63				<20/40 VISION SOLDIERS
<b>MED CML DEF MATERIAL</b>					
DIAZEPAM INJECTION	1 PER SOLDIER				MACOM DIRECTED
NAAK	3 PER SOLDIER				MACOM DIRECTED

## **ANNEX J     DEPARTMENT OF ENVIRONMENTAL SAFETY**

1. **PURPOSE.** This Annex outlines procedures for management of the environment, protection of cultural and natural resources, maneuver damage control, and organizational safety requirements during mobilization at Fort Riley.

2. **SCOPE.** This Annex applies to all units, activities, agencies and individuals using Fort Riley during mobilization.

3. **ASSUMPTIONS.**

a. Compliance with U.S., Kansas, DoD, DA, and local safety, environmental, energy and natural/cultural resource laws and their implementing regulations will initially not be waived or exempted.

b. Should there be a request to waive or exempt Fort Riley from those requirements, the coordination with regulatory agencies will be accomplished by the Directorate of Environment and Safety (DES).

c. The Maneuver Damage Control Program and other land management programs and activities will remain in effect.

d. The frequency of compliance inspections, staff assistance visits, and training programs will not decrease and may increase if required by the situation.

e. The DES and staff will continue to be the principle staff advisors for the planning, organization, and control for both the command environmental and command safety programs at Fort Riley.

4. **FUNCTIONS:** DES is responsible for the following activities:

a. Ensuring compliance with U.S., Kansas, and local environmental, energy and natural/cultural resource laws and their implementing regulations.

b. Conservation of natural and cultural resources.

c. Ensuring prevention of pollution from mobilization operations.

d. Conduct of environmental education and awareness training for deploying and rear detachment personnel.

e. The Fort Riley DES, Installation Safety Office (FRISO) has primary coordinating staff responsibilities on Fort Riley during mobilization for:

- (1) Training all appointed unit safety officers in their duties and responsibilities.
- (2) Ensuring adequate safety precautions are incorporated into all phases of accelerated training.
- (3) Investigating and analyzing accidents to determine necessary corrective actions to preclude a recurrence.
- (4) Inspecting of facilities, operations, and training activities to assure compliance with accepted safety practices.
- (5) Coordinating with 1<sup>st</sup> Troop Battalion and DPTM to ensure safety procedures are implemented in all mobilized units.

5. PROCEDURES. Unless otherwise directed by the DPTM Mobilization Branch, DES operational procedures relevant to mobilization include:

- a. Conducts formal compliance (environmental and safety) inspections during mobilization to ensure compliance with applicable regulations.
- b. Conducts staff assistance visits to ensure conservation of natural and cultural resources.
- c. Provides spill response support to the Fire Department to minimize and/or prevent pollution.
- d. During mobilization, DES increases the frequency of current environmental education and awareness training. Environmental Team training is mandatory for all units mobilized at Fort Riley. This is IAW the CG Policy Number 14-3, Environmental Compliance Management Plan (ECMP). Unit commanders contact the DES within 4 days after reporting to Fort Riley to schedule their appointed Environmental Team personnel for training and/or briefing on the Command Safety Program. This is an eight-hour class.

e. During mobilization, the following safety program procedures will be observed:

- (1) Training of unit Safety Officer/NCO's. Unit commanders contact the FRISO within 4 days after reporting to Fort Riley to schedule their appointed Safety Officer/NCO's for training and/or briefing on the Command Safety Program. Training/briefing consist of the following topics: Accident Reporting; Safety Officer's Responsibilities; Hazard Identification; Radiation Safety, Risk Assessment; Tactical Safety; Convoy/Rail Procedures; Range Safety; POV Accident Prevention; and off-duty activities. Unit training officers set up procedures to brief their personnel on safety. This is a five-day, twenty-three hour class.

(2) Safety precautions. The FRISO ensures adequate safety precautions are incorporated into all phases of accelerated training through emphasis to newly trained unit safety officers/NCO. In addition, as time and resources are available, the FRISO does its own checking to ensure adequate safety precautions are being used.

(3) Accident Investigation and Reporting. All accidents are reportable. All accidents are reported through the unit chain of command. All major accidents (Class A & B) are reported to the Fort Riley Operations Center and to the FRISO. All minor accidents (Class C & D) will be processed on DA Form 285 AB-R through the unit chain of command to the FRISO. As soon as the accident is reported, FRISO personnel will determine whether the scene should be investigated. All Class A & B accidents require a formal Chief of Staff appointed Accident Investigation Board. This board provides a written report which is processed through the unit chain of command, and Fort Riley Command Group to the U.S. Army Safety Center. This is IAW standard policies contained in DA regulations, FR Regulation 385-10 and the FRISO internal SOP.

(4) Facilities' Inspections. The FRISO conducts inspections of unit operational sites within 30 days of arrival. DA and FORSCOM and Fort Riley publications and requirements are used to conduct the inspections.

(5) The FRISO coordinates the Motorcycle Defensive Driver's Course (MDDC) for Fort Riley. DoD, DA and FR Regulation 385-10 require that all military personnel, who own or ride a motorcycle (on or off Fort Riley), attend the MDDC course. This is an eight-hour course.

(6) 1<sup>st</sup> Troop Battalion Coordination. The FRISO will provide dedicated safety resources to the mobilization efforts. The DES-Installation Safety will provide mobilization cell oversight with one safety specialist made available to the training units while rotating through the Fort Riley mobilization sequence.

## **ANNEX K    CONVOY ROUTES**